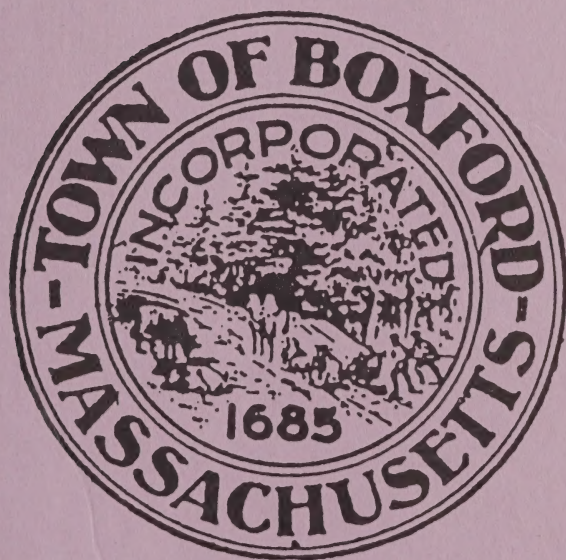


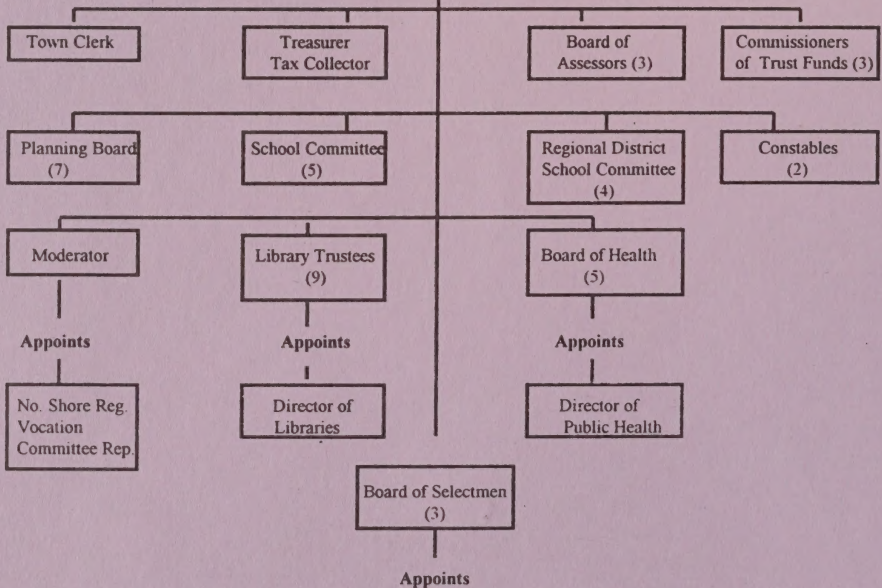
**1998**

**ANNUAL REPORT**



**Boxford, Massachusetts**

**BOXFORD OFFICIALS  
VOTERS ELECT**



**OFFICERS:**

Town Accountant  
Animal Control Officer  
Civil Defense Director  
Communications Director  
Executive Secretary  
Fire Chief  
Election Officers  
Forest Warden  
Town Geologist  
Parking Clerk  
Police Chief  
Supt. Public Works  
Sealer of Weights and Measures  
Town Counsel  
Veteran's Agent  
Veteran's Grave Officer

**COMMITTEES:**

Council on Aging  
Board of Appeals  
Cultural Arts Council  
Cable TV Advisory Committee  
Capital Budgeting Committee  
Computer Study Committee  
Conservation Commission  
Municipal Government Committee  
Municipal Building Committee  
Fenceviewers  
Finance Committee  
Historic District Commission

**Inspectors of:**

Animals  
Buildings  
Plumbing/Gas  
Wire

Personnel Board  
Recreation Committee  
Recycling Committee  
Registrar of Voters  
School Building Committee

**AD HOC COMMITTEES:**

Bay Circuit Program Committee  
Boxford Land Committee  
Land Bank Committee

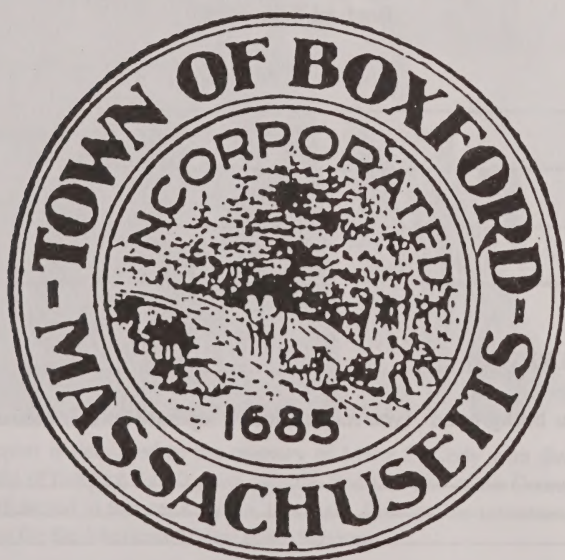
**INDEPENDENT SERVICES FOR  
THE TOWN OF BOXFORD**

BTA/BOLT, Inc.  
H.A.W.C. (Help for Abused Women and Children)  
Tri-Town Council on Youth and Family Services  
Ipswich River Watershed



**1998**

**ANNUAL REPORT**



**Boxford, Massachusetts**

## VOLUNTEER APPLICATION

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

**Board of Selectmen  
Town Hall, 28 Middleton Road  
Boxford, MA 01921**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_ Fax: \_\_\_\_\_

**COMMITTEE INTEREST:** \_\_\_\_\_

Brief summary of your background: (you may enclose a separate letter if desired)

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*THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN*



## **IN MEMORIAM - 1998**

**MARIE CODY**

**1908 - 1998**



The 1998 Annual Report is dedicated to the memory of Marie L. Cody who died on September 6, 1998. Marie, a resident of Boxford for 30 years, was the first Director of the Council on Aging for the Town of Boxford and served in this capacity for 10 years. Prior to her retirement in 1997, she also served as the Secretary for the Merrimac Valley Elder Services.

Marie was a communicant of St. Rose of Lima Church in Topsfield and was a member of the Boxford Grange, where she was named Woman of the Year, the Ladies Benevolent Society and the Tuesday Friendship Club, all of Boxford.

Marie was very much involved in serving the elderly of Boxford and her community. Her memory will live forever in the hearts of the residents of Boxford, members of the Council on Aging, her many friends and loving family.

## **IN MEMORIUM**

**1998**

**Camilla Cutler Coolidge**

**1940 - 1998**

Member of the Boxford Trails Association and  
Boxford Open Land Trust

**Barbara F. Littlefield**

**1932 - 1998**

Founder and Editor of the Boxford Cronicle  
Officer of the Boxford Village Garden Club

**Roger Martin**

**1932 - 1998**

Former President, Boxford Historic Society  
Trustee of the Boxford Public Libraries

**William J. Rossi**

**1939 - 1998**

Charter Member of the Boxford Council on Aging &  
Four Mile Village  
Served on Boxford Historic District Commission

# TOWN OFFICERS

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# TOWN OFFICERS

## Elected

## Appointed

## Committees, Boards and Commissions

## ADHOC Committees

## ELECTED TOWN OFFICIALS

### MODERATOR

Gerald R. Johnston (1999)

### BOARD OF SELECTMEN

Robert A. Was, Chairman (1999)

Duke Brown (2000)

Neil S. Olansky (2001)

### TOWN CLERK

Patricia A. Shields (2001))

### TREASURER/TAX COLLECTOR

Ellen Guerin (1999)

### BOARD OF ASSESSORS

Mario Leslie, Chairman (1999)

Mary L. Morton (2001)

Joseph A. Barrasso, III (1999)

George Upton (Field Assessor)

### BOXFORD SCHOOL COMMITTEE

Nancy S. Taylor, Chairman (1999)

Amy C. Hourihan (1999)

Ann Knight (2001)

Robin E. Phelan (1999)

### MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE

Nancy Vose, Chairman (1999)

David B. Bassett (1999)

Barry Denofrio (2000)

Marci L. Miller (2000)

Barbara Was (2001)

### PLANNING BOARD

Robert C. Gore, Chairman (2000)

Craig Falk, (2001)

Linda Laderoute (2001)

Holly Langer (1999)

Timothy Mansfield (1999)

Ellen Maynard (2000)

Lawrence Simeone, Jr. (2002)

### BOARD OF HEALTH

Walter McPartlin, Chairman (2000)

Louise B. Kress (2001)

Mark P. Mitsch (2000)

Thomas M. Dusel (1999)

Barbara P. Stanley (1999)



**TRUSTEES OF THE BOXFORD  
PUBLIC LIBRARIES**

Barbara J. Schaller, Chairman (1999)  
Denise M. Ferris (2000)  
Linda Forte (2001)  
G. Edwin Hadley (1999)  
Susan K. Knowles (2000)  
Helen K. Millstein (2001)  
Linda S. Sivak (2000)  
Kathleen J. Ulman (2001)

**CONSTABLES**

- EAST PARISH
- WEST PARISH

Robert L. MacKay (1999)  
David Smallman (1999)

**COMMISSIONERS OF TRUST FUNDS**

Judith F. Carr (1999) Chairman  
Alexander M. Colby (2001)  
Samuel N. Shields (2000)

## **APPOINTED TOWN OFFICERS**

*(Appointed Officers term runs to June 30, 1999, except as noted)*

<b>TOWN COUNSEL</b>	Kopelman and Paige, P.C.
<b>EXECUTIVE SECRETARY</b>	Alan J. Benson
<b>SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS</b>	David E. Durkee
<b>POLICE CHIEF</b>	Gordon A. Russell, Jr.
<b>FIRE CHIEF</b>	Peter C. Perkins
<b>TOWN ACCOUNTANT</b>	William P. O'Brien
<b>COMMUNICATIONS DIRECTOR</b>	Elizabeth Russell
<b>DIRECTOR, PUBLIC HEALTH</b>	Allison C. Conboy
<b>DIRECTOR BOXFORD EMERGENCY MANAGEMENT</b>	Robert D. Hazelwood
<b>DIRECTOR OF PUBLIC LIBRARIES</b>	Adele McConaghy
<b>VETERANS' AGENT</b> <i>(District Director)</i>	Richard E. LaHaye
<b>VETERANS' GRAVE OFFICER</b>	Kenneth H. Chadwick
<b>FOREST WARDEN</b>	Peter Perkins
<b>TOWN GEOLOGIST</b>	Richard Z. Gore
<b>ANIMAL CONTROL OFFICER</b>	Helen L. Phillips
<b>PARKING CLERK</b>	Leslie Dinanno
<b>SEALER OF WEIGHTS &amp; MEASURES</b>	Harry R. MacGregor (deceased)

**NORTH SHORE REGIONAL  
VOCATIONAL SCHOOL DISTRICT  
REPRESENTATIVE**

Philip J. Holden (12-31-2001)

**ASSISTANT ASSESSOR**

Barbara A. King

**ASSISTANT TREASURER**

Mary E. Bolen

**DEPUTY TAX COLLECTOR**

Richard Sullivan





## COMMITTEES, BOARDS AND COMMISSIONS

### COUNCIL ON AGING

Judith F. Carr, Chairperson (1999)  
Jean W. Buell (2000)  
Kathie A. Canonica (1999)  
Lula Gould (2001)  
Jane Langton (resigned)  
Joan Tarleton (2001)  
Katherine Phillips (1999)  
Ann D. D'Ortona (2001)

### BOARD OF APPEALS

Robert H. Clewell (1999) Chairman  
William R. Cargill, Jr. (2000)  
Robert W. Conroy (2001)

### BOARD OF APPEALS

*(Alternates)*

Douglas Stuart (1999)  
Richard Tomczyk (2000)  
Barry Hutchinson (2001)

### CAPITAL BUDGETING COMMITTEE

Peter K. Race, Chairman (2000)  
Enid E. Thuermer (2001)  
Robert W. Turner (1999)  
Joyce Ricklefs (1999)  
Robert W. Conroy (1999)

### COMPUTER STUDY COMMITTEE

David Manzi, Chairman (1999)  
Peter G. Clark (1999)  
Russell A. Larson (1999)  
Raymond A. Harrold (resigned)

### BOXFORD CULTURAL COUNCIL

Victoria Carlson, Chair (2001)  
Margit Day (2001)  
Elizabeth K. Fragola (2001)  
Elise M. Frangos (2001)  
Tamara Gaydos (2001)  
Sharon Heller (2001)

### BOXFORD CABLE TELEVISION

Leonard Rose, Chairman (2000)  
Joseph A. Cameron (1999)  
Nathaniel S. Coolidge (2001)

### BOXFORD HOUSING PARTNERSHIP COMMITTEE

Kendall E. Bagge, Chairman (1999)  
Robert W. Clewell (1999)

Craig Falk (1999)  
Louise B. Kress (1999)  
Robert A. Was (1999)

**CONSERVATION COMMISSION**

Gerard D. Irmer (2000) Chairman  
Peter J. Delaney (2001)  
Peter P. Neidhardt (1999)  
Linda Laderoute (2000)  
Harry C. Reifel, Jr. (2000)  
Nathaniel Coolidge (1999)  
Lana Spillman (2001)

**CONSERVATION COMMISSION**  
*(Alternates)*

Nancy Merrill

**ELECTION OFFICERS - Precint I**  
*Democrat*

Alice A. Farnsworth, Inspector  
Irene Decoulos, Clerk  
Joan F. Tarleton, Deputy Clerk  
Beverly Perkins, Deputy Inspector

*Republican*

Arthur Gingrande, Deputy Warden  
Evelyn F. Carlson, Inspector  
Eleanor G. Becker, Deputy Inspector  
Barbara Ross, Warden

**ELECTION OFFICERS - Precinct II**  
*Democrat*

Joyce Chub, Deputy Warden  
Patricia J. Gleason, Warden  
Jane E. Smallman, Deputy Inspector  
Joyce A. Scutiere, Inspector

*Republican*

Victoria M. Hubbard, Deputy Inspector  
Marion R. Musial, Inspector  
Rosalyn S. Harrold, Deputy Clerk  
Marilyn May (deceased)

**FENCEVIEWERS**

Board of Selectmen

**FINANCE COMMITTEE**

Peter Bernardin (2000)  
Alexander M. Colby (2000)  
Joseph M. Callahan (2000)  
Robert W. Conroy (1999)  
Barbara G. Jessell (2000)  
James Shanahan (2001)  
Robert W. Turner (2000)

**TOWN FOREST COMMITTEE**

Paul R. French (1999)  
Harold E. Garside (2000)  
Robert W. Hazelwood (2000)  
Thomas M. Thomassen (1999)

## **HISTORIC DISTRICT COMMISSION**

Virginia Havey (1999) Chairman  
Gwendolen E. Perkins (1999)  
Susan T. Peterson (2000)  
Anna Plucinska (2001)  
Valerie Vitale (2000)

## **HISTORIC DISCRICT COMMISSION** *(Alternates)*

Nancy N. Merrill (200)  
James R. Sterio (1999)  
Brenda Stickney, resigned

### **INSPECTORS:**

*ANIMALS*  
*BUILDING*  
*HEALTH*  
*GAS/PLUMBING*  
*ELECTRICAL*

Allison A. Hayes (352-6336)  
Kenneth Ward (352-2435)  
Allison Conboy (352-2413)  
Paul L. Marshall (352-2435)  
David Levesque (352-2435)

## **IPSWICH RIVER WATERSHED DISTRICT COMMISSION**

Jennie Bridge (1999)

## **MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE**

Duke Brown (1999)  
Peter K. Race (1999)

## **PERSONNEL BOARD**

Judy McFadden (1999)  
Daniel Bauer (2001)  
Fred Nazzaro (2001)

## **POLICE DEPARTMENT**

*Chief of Police*

**Lietenant**

Gordon A. Russell, Jr. (2000)

Robert D. Hazelwood (2000)

**Sergeant**

Paul M. Bates, Jr. (2000)

**Full Time Patrolmen**

Louann M. Bonney (1999)  
Robert E. Corliss (1999)  
William G. Decoff (1999)  
John D. Iannazzo (2000)  
Bruce Allen Klinger (2000)  
Thomas J. Nentwig (2000)  
Peter G. Orlando (2000)  
Brian Williams (2000)  
James B. Riter (1999)  
Susan J. Longo (1999)



**Reserve Police Officers**

Kara Fitzpatrick (1999)  
Allilio Paglia (1999)  
Paul E. Polonsky (1999)  
Harold W. Trombly (1999)  
John C. VanLoon (1999)

**Special Police Officer**

Helen Phillips (1999)

**RECREATION COMMITTEE**

Laurette Hamel (Chairman) (2001)  
Thomas W. Brown (2001)  
Carol Buccieri (2000)  
Nancy N. Merrill (2001)  
Joseph M. Martinho (1999)  
John A. Rowen (1999)  
Peter E. Silverman (1999)

**RECYCLING COMMITTEE**

Karen L. Sheridan (2001) Chairman  
Teri Allen (2001)  
Lorraine Ott (1999)  
Joanna Daniel (2001)  
Nancy C. Woolford (2000)

**REGIONAL RECYCLING  
COMMITTEE**

Teri Allen  
Karen L. Sheridan

**REGISTRAR OF VOTERS**

Patricia A. Shields, Clerk  
George A. Gould (2001)  
Anne C. Mannheim (2000)  
Karen L. Sheridan (2002)

**ASSISTANT REGISTRAR**

Alice J. MacKay (1999)

**SCHOOL BUILDING COMMITTEE**

Robert W. Russo, Chairman (1999)  
Kevin J. Connors (1999)  
Andrew Fraser (1999)  
Ann Knight (1999)  
Charles McCarthy (1999)  
Richard F. O'Brien (1999)  
Robert A. Was. (1999)

**VETERANS' GRAVES OFFICER**

Kenneth H. Chadwick (1999)

**VETERANS' AGENT**

Richard E. LaHaye (1999)

### **SCHOOL SUPERINTENDENTS**

**BOXFORD/TOPSFIELD SCHOOL UNION**

Thomas Reis

**MASCONOMET REGIONAL SCHOOL  
DISTRICT**

Dr. Kathleen Lynch

**NORTH SHORE REGIONAL  
VOCATIONAL SCHOOL DISTRICT**

Philip J. Holden (2001)

## **AD HOC COMMITTEES**

### **BOXFORD BAY CIRCUIT PROGRAM COMMITTEE**

Allison Chase (1999)  
Jean Dewberry (1999)  
Beverly Ingalls (1999)  
Nancy Merrill (1999)  
Andrzej Plucinski (1999)  
Mel Prohl (1999)

### **BOXFORD LAND COMMITTEE**

Peter Delaney (1998) Chairman  
Natalie Grigg (1998)  
Robert C. Gore (1998)  
Peter K. Race (1998)  
Peter Bernardin (1999)  
Joyce Ricklefs (Alternate)

### **MUNICIPAL GOVERNMENT STUDY COMMITTEE**

DeWitt Minich, Chairman (1999)  
Robert J. Eisenberg (1999)  
John Mulcahy (1999)  
Ruth Race (1999)  
Karen Sheridan (1999)  
Enid E. Thuermer (1999)

## **INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD**

### **BTA/BOLT, Inc.**

Boxford Trails Association-  
Boxford Open Land Trust, Inc.

Nancy Merrill, President  
887-2194

### **H.A.W.C.**

Help For Abused Women  
and their Children

Deborah Gardner Walker  
Development Coordinator  
(508) 744-8552

### **Historic Document Center**

Hours: Wednesday 9AM - 4PM  
Saturday 10AM - 3PM

Martha Clark, Archivist  
(508) 352-2733

### **Tri-Town Council on Youth and Family Services, Inc.**

Gary Sinclair, Executive Director  
38 Maple Street  
Middleton, MA 01949 (887-6512)





# **GENERAL GOVERNMENT**

**Board of Selectmen**

**Town Counsel Report**

**Personnel Board**

**Boxford Housing Partnership Committee**

**Municipal Government Study Committee**

## BOARD OF SELECTMEN

As Boxford heads towards the new millennium, 1998 proved to be a year of preparation. The town's population went over 8,000. This growth continued the demand for increased and more professional services. More complex local, state, and federal regulations also dictated a need to improve the way we deliver services to the Town on a day to day basis and the way in which we plan for the future.

Voters approved design funds for the new Police and Communications Building at Town Meeting. The planned building will meet the needs of the growing town for many years. The existing Police and Communications Building is severely lacking in required facilities and space.

The Town established standing Computer Management Committee to replace the ADHOC Computer Study Committee. This committee is responsible for the long range planning, purchase and maintenance of computers and related products and services to insure coordination among town departments.

A change in the Personnel Bylaw reorganized and recharged the Personnel Board to evaluate the job descriptions and salary comparablers of union, management and contracted town employees. The work of this board will enable the Town to attract and retain valuable employees.

The Municipal Government Study Committee presented its report to the Board of Selectmen in December. The report will be reviewed and discussed by all Town Boards and Committees and interested citizens. The Board of Selectmen will use this report as a basis for moving Boxford town government into the 21<sup>st</sup> Century.

The voters approved a bylaw change making the Ad Hoc Committee a standing committee. This is an important step in planning because its change can not be altered by changes in direction of one Board of Selectmen to another. It establishes criteria that must be followed for land purchases made by the Town. The voters reaffirmed their commitment to preserving open space by finalizing the purchase of the Lord properties on Main Street and the Lockwood property. They approved the purchase of the Haynes' property at Middleton and Main Street for conservation use only. As required by a vote of Town Meeting, BTA/BOLT led the charge to raise matching private funds to purchase the Lord Woodlot on Lawrence Road. The serial bond proved to be an excellent tool for the orderly evaluation and purchase of land for conservation purposes.

Another transition in Boxford occurred when Tom Hauenstein, Executive Secretary for eleven years, left for a similar position in Swampscott. The position was filled by Alan Benson who previously served the Town as Selectman, Finance Committee Member, Town Treasurer and Tax Collector.

As you read the reports of the town boards and committees, you will recognize how quickly the Town is changing and how great the demand on services has become. With the support of the citizens of Boxford, we will continue to plan for the future and provide services to meet those needs.

Robert A. Was, Chairman  
Duke Brown  
Neil S. Olansky



**LITIGATION REPORT OF TOWN COUNSEL  
KOPELMAN AND PAIGE, P.C.**

1. **E.F Builders, Inc. v. Zoning Board of Appeals**  
Land Court Misc. No. 219867  
Appeal of special permit denial for common driveway. Filed notice of appearance for Zoning Board of Appeals on August 4, 1995. Plaintiff has taken no further action in this case.
2. **Georgetown Road Limited Partnership v. ZBA**  
Land Court Misc. No. 233718  
Appeal of special permit denial. This case was remanded to the Zoning Board of Appeals and another hearing was recently held. The appeal period is currently pending.
3. **Hutchinson v. ZBA and Georgetown Road Limited Partnership**  
Land Court Misc. No. 23814  
An appeal by an abutter of a Zoning Board of Appeals grant of a site plan special permit. The scheduled trial date of January 5, 1999 was continued to allow the parties to consummate settlement discussions.
4. **Thomas E. Neve v. Terrance P. Miklas and Planning Board**  
Lawrence Superior Court, C.A. No. 95-171D  
This case involves an action by plaintiff against co-defendant relative to subdivision funds. Town is the holder of the funds. A stipulation of dismissal was filed with the court in August, 1998.
5. **Town v. Curtis et al., Haverhill District Court, C.A. No. 98-1772, 98-1773, 98-1774**  
Enforcement action filed by the town under noncriminal disposition procedure. Hearing scheduled in March, 1999.
6. **Waltham Lime and Cement v. Shah Construction Company, Inc. Town of Boxford et al.**  
Middlesex Superior Court, C.A. No. 98-2874  
This is an action for payment filed by a subcontractor against the general contractor on a town building project. A stipulation of dismissal is being circulated among the parties.

**Insurance Case:**

1. **Georgetown Road Limited Partnership v. Board of Health et al.,**  
Essex Superior Court, C.A. No. 97-2079B  
This case involves an action relative to the conditional approval of an occupancy permit. The matter is being handled by insurance counsel for the Town.

## PERSONNEL BOARD

In Calendar year 1998 the Personnel Board and the Town of Boxford lost, through term expiration and resignation, four experienced and valued members: Brown Baldwin, Charles Caperonis and Mary Wendel who resigned. Mr. Baldwin served on the Board for four years, the last two as Chairperson. Charles Caperonis and Mary Wendel served on the Board for a number of years. Madeline Celletti served a one year term.

Madeline Celletti led a project to rewrite the Personnel Bylaws. The new Bylaws were approved at the Annual Town Meeting. Significant changes were: Board membership changed from five to three and the general function of the Board was modified to provide consultation services to the Board of Selectmen for salary, job description and other personnel related matters.

With the new Personnel Bylaws in effect, Judy McFadden and Fred Nazzaro joined the Board in July and August. Judy accepted the duties of the Board Chairperson.

The Personnel Board submitted to the Board of Selectmen a recommended Compensation Plan for Classification Plan Employees for fiscal year 1999. The recommendation was subsequently approved at the Annual Town Meeting.

A budget for a Personnel Board Consultant was approved at the Annual Town Meeting. After a review of three consulting firms, Mr. Mark Morse of MMA Consulting Croup was selected to support the needs of the Personnel Board. MMA is based in Boston and dedicated exclusively to serving the needs of local governments for independent and objective services in the area of job description/job classifications and compensation.

At the request of the Board of Selectmen, the Personnel Board recommended appropriate compensation for five positions: Chief of Police, Fire Chief, Communications Director, Town Accountant and Superintendent of Public Works. Mr. Morse provided assistance with information and data from similar towns. The recommendation was modified by the Board of Selectmen and subsequently approved at the October Special Town Meeting.

The Personnel Board met with many Town Boards during the year and provided recommendations on job descriptions and compensation, some of which were approved at the Annual and Special Town Meetings.

Judy McFadden, Chairperson  
Fred Nazzaro  
Dan Bauer

## **BOXFORD HOUSING PARTNERSHIP**

The Boxford Housing Partnership is dedicated to bringing affordable housing to the Town of Boxford. The Partnership consists of a representative from the Board of Selectmen, the Board of Health, the Planning Board, the Zoning Board of Appeals and a "member at large".

Currently, 15 homes in the Andrews Farm development are designated "affordable" homes. Andrews Farm was developed in 1991/1992 as part of the LOCAL INITIATIVE PROGRAM OF THE EXECUTIVE OFFICE OF COMMUNITIES AND DEVELOPMENT. The Boxford Housing Partnership who is responsible for finding qualified applicants to purchase newly developed affordable units and the resale of older units manages these affordable units.

In 1998, the Housing Partnership managed the resale of a two bedroom affordable unit in Andrews Farm. This was only the second time that an Andrews Farm affordable unit had become available for resale. In mid-May, the Partnership advertised for applicants, and on July 15, 1998, the Partnership held a lottery to determine the order in which qualified applicants would be offered the opportunity to purchase this, and future resales.

Shortly afterwards, the home was sold to a qualified applicant.

Kendall Bagge, Chairman  
Robert Was  
Louise Kress  
Craig Falk  
Robert Clewell

## MUNICIPAL GOVERNMENT STUDY COMMITTEE

The following is an “executive summary” of the report presented to the Board of Selectmen by the Municipal Government Study Committee. Over the next few months the Board will review and discuss publicly the recommendations made by the Committee. The purpose of this summary is to inform the Town of the major elements of the report and of the intended actions of the Board over the next few months.

The Selectmen’s charge to the committee was to review the Town’s present system of governance and municipal organization, and to determine if it is appropriate for the needs of the community. The committee was charged with the task of making recommendations to the Board of Selectmen to alter or amend the Town’s present structure of government, where found wanting, or recommend changing the form of government, as may be appropriate in the committee’s opinion.

Committee members have actively studied the governmental needs of the community and have sought advice and opinion from many different sources. In addition to their personal knowledge of the community, committee members have:

- Surveyed attitudes and opinions from a broad cross section of community members, including past and present town officials
- Interviewed several key Boxford officials seeking their in-depth opinions as to the adequacy of the present town government structure
- Conducted in-depth interviews with officials from other towns operating under differing governmental models
- Conducted extensive meetings with Marilyn Contreas, Senior Program and Policy Analyst with the Mass Department of Housing and Community Development
- Reviewed extensive documentation and the universe of alternative forms of governance including Town Charter (Manager) form as well as a variety of representative structures

The Committee concluded that the five essential and principal activities of town government are:

- To provide for the orderly and efficient administration of the Town’s day-to-day municipal activities
- To provide leadership and direction to Town departments
- To plan a vision for the future
- To provide efficient fiscal management and clear lines of accountability, and
- To provide an effective systems of checks and balances.

The Committee analyzed both the structure and process of self-government in Boxford and identified several issues and concerns as follows:



- The need to attract and maintain broad demographically based representation.
- The need to establish more effective checks and balances within the governmental process.
- The lack of clearly defined responsibilities regarding certain elements of Town government such as the role of the Finance Committee, the functions of the DPW and of our several inspectional services.
- Lack of clearly defined lines of accountability within and between municipal departments.
- The need to strengthen the financial management functions within Town government.
- Concern with respect to the status of volunteerism – time, ability, willingness of citizens to step forward in service to the community.
- The need to manage budget preparation and presentation in order to achieve a more collaborative and informative process.
- The need for more professional management of Town business due to the growing climate of regulation imposed as a result of state and federal mandates, state statutes, and other legal issues which further complicate the business of government.
- The desire to foster broad-based community participation in the governance process.

The Committee concluded that Boxford's present Town Meeting / Selectmen format is preferable as an overall structure; nevertheless, the Committee recommends several substantive changes which are intended to improve upon the present structure. Eight specific recommendations of the Committee are:

- Expand Board of Selectmen to Five Members
- Expand Role of Executive Secretary
- Establish Finance Department
- Clear Definition as to Finance Committee role in Town Government
- Change Treasurer / Tax Collector, Assessors, Commissioners of Trust Funds, and Board of Health to appointed positions
- Expand DPW to include Maintenance of all Publicly owned Buildings & Grounds
- Creation of a Division of Inspectional Services
- Suggested Modifications to the Town Meeting Format

The Committee provides extensive reasoning and discussion with each of these recommendations. The full text of which cannot be included in this summary. The full text is available in the Libraries and at Town Hall. We encourage you to get a copy and read the full text.

DeWitt Minich, Chairman	William Cargill,	Robert Eisenberg	
Ruth Race	Karen Sheridan	John Mulcahy	Enid Thuermer

Collectively the committee members have 200 years of residency in Boxford and have served the town in a wide variety of elected and appointed positions.



## **TOWN CLERK**

**Report of May Special Town Meeting**

**Report of May Annual Town Meeting**

**Report of October Special Town Meeting**

**Report of Town Elections**

**Report of State Primary Elections**

**Report of November Elections**

**Vital Statistics**

**Licenses and Permits**

**SPECIAL TOWN MEETING**  
**May 12, 1998**

Voters of the Town of Boxford met at the Masconomet Regional High School on Tuesday, May 12, 1998. Moderator Gerald R. Johnston called the Special Town Meeting to order at 7:19 p.m. The articles of the warrant were disposed of as follows:

ARTICLE 1. To see if the Town will vote to appropriate the sum of \$49,000 received from the Massachusetts Department of Education through the Foundation Reserve Program to the Stabilization Fund of the Town; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate the sum of \$49,000 received from the Massachusetts Department of Education through the Foundation Reserve Program to the Stabilization Fund of the Town. Finance Committee recommended adoption of this article.

ARTICLE 2. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$50,000 to fund a perimeter survey, topography determination and studies resulting in a drainage plan for the 81 acres more or less Town-owned parcel of land abutting Spofford Pond Road, said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$50,000 to fund a perimeter survey, topography determination and studies resulting in a drainage plan for the 81 acres more or less Town-owned parcel of land abutting Spofford Pond Road, said funds to be expended under the direction of the Board of Health. Finance Committee recommended adoption of this article.

ARTICLE 3. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund bills and charges from previous fiscal years; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$4,446.51 to fund bills and charges from previous fiscal years; said funds to be spent under the direction of the Board of Selectmen. Finance Committee recommended adoption of this article.

ARTICLE 4. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund road reconstruction and drainage in the Town, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$100,000 to fund road reconstruction and drainage in the Town, said funds to be spent under the direction of the Board of Selectmen.



Finance Committee recommended adoption of this article.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve this Special Town Meeting at 7:32 p.m.

Registered voters attending this meeting were 108. Counters and checkers for this meeting were appointed by Town Clerk Patricia Shields.

A true record,

ATTEST:

Patricia Shields

Town Clerk

APPROPRIATIONS:

Article 1 (from State Ed. Dept. to Stabilization)\$49,000.00

TOTAL TO BE APPROPRIATED:

TRANSFERS:

Article 2

\$49,000.00

(from Free Cash to fund surveys, etc., \$50,000.00  
town-owned land on Spofford Rd.)

Article 3 (from Free Cash to bills and charges) 4,446.51

Article 4 (from Free Cash to roads) 100,000.00

TOTAL TO BE TRANSFERRED: \$154,446.51

**ANNUAL TOWN MEETING**  
**May 12, 1998**

Voters of the Town of Boxford met at the Masconomet Regional High School on Tuesday, May 12, 1998. Moderator Gerald R. Johnston called the Annual Town Meeting to order at 7:33 p.m. The articles of the warrant were disposed of as follows:

ARTICLE 1. To receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.

Finance Committee recommended adoption of this article.

ARTICLE 2. To see if the Town will vote to set the annual curbside solid waste collection fee at \$1.50 per 32 gallon bag or container (each use), said fee to fund the town wide curbside collection service and related expenses for Fiscal Year 1999; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to set the annual curbside solid waste collection fee at \$1.50 per 32 gallon bag or container (each use), said fee to fund the town wide curbside collection service and related expenses for Fiscal Year 1999. Finance Committee recommended adoption of this article.

ARTICLE 3. To see if the Town will vote to appropriate the following sums to fund the Roadside Collection Solid Waste and Recycling Enterprise Fund for Fiscal Year 1999, said funds to be expended under the direction of the Board of Health:

Expenses, Contract	\$130,000
Expenses, Bulldozer Operation	20,000
Expenses, Sticker Printing	4,200
Misc.	7,000

<b>TOTAL</b>	<b>\$161,200</b>
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and that \$161,200 be raised from the enterprise fund receipts; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate the following sums to fund the Roadside Collection.Solid Waste and Recycling Enterprise Fund for Fiscal Year 1999, said funds to be expended under the direction of the Board of Health:

Expenses, Contract	\$130,000
Expenses, Bulldozer Operation	20,000
Expenses, Sticker Printing	4,200
Misc.	7,000

<b>TOTAL</b>	<b>\$161,200</b>
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and that \$161,200 be raised from the enterprise fund receipts.  
Finance Committee recommended adoption of this article.

ARTICLE 4. To see if the Town will authorize the establishment of a Recycling Revolving Account as authorized by Chapter 44, § 53E of the Massachusetts General Laws, said account to be under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said 'recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all state health regulations; and, further, to allow the Board of Health, or the Recycling Committee, with the approval of the Board of Health, to expend funds not to exceed \$15,000 for Fiscal Year 1999 from said account for the operation and maintenance of the Town Recycling Center; said authorization to be contingent upon the creation of specific recycling fees by the Board of Health for construction and demolition materials, tires and other materials banned from disposal in the landfill; and contingent upon an annual report from the Board of Health to the Town on the total receipts and expenditures of the Account each fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the establishment of a Recycling Revolving Account as authorized by Chapter 44, § 53E of the Massachusetts General Laws, said account to be under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all state health regulations; and, further, to allow the Board of Health, or the Recycling Committee, with the approval of the Board of Health, to expend funds not to exceed \$15,000 for Fiscal Year 1999 from said account for the operation and maintenance of the Town Recycling Center; said authorization to be contingent upon the creation of specific recycling fees by the Board of Health for construction and demolition materials, tires and other materials banned from disposal in the landfill; and contingent upon an annual report from the Board of Health to the Town on the total receipts and expenditures of the Account each fiscal year.  
Finance Committee recommended adoption of this article.

ARTICLE 5. To see if the Town will authorize the establishment of a Printing Revolving Account authorized by Chapter 44, § 31 1/2 of the Massachusetts General Laws, said account to be under the direction of the Board of Selectmen and used for the deposit of receipts and fees collected on the sale of printed official documents as required by law by several of the elected and appointed committees, commissions, and boards as well as legal advertisements which are reimbursed to the Town; to expend funds not to exceed \$10,000 for Fiscal Year 1999 from said account for the costs to the Town for printing and reimbursable advertising; and contingent upon an annual report from the Board of Selectmen to the Town on the total receipts and expenditures of the Account each fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the establishment of a Printing Revolving Account authorized by Chapter 44, § 31 1/2 of the Massachusetts General Laws, said account to be under the direction of the Board of Selectmen and used for the deposit of receipts and fees collected on the sale of printed official documents as required by law by several of the elected and appointed committees, commissions, and boards as well as legal advertisements which are reimbursed to the

Town; to expend funds not to exceed \$10,000 for Fiscal Year 1999 from said account for the costs to the Town for printing and reimbursable advertising; and contingent upon an annual report from the Board of Selectmen to the Town on the total receipts and expenditures of the Account each fiscal year.

Finance Committee recommended adoption of this article.

ARTICLE 6. To see if the Town will authorize the establishment of a Library Photocopy Machine Revolving Account as authorized by Chapter 44, §53E ½ of the Massachusetts General Laws, said account to be under the direction of the Board of Library Trustees and used for the deposit of receipts collected through public use of the photocopy machines at both the Boxford Village and West Boxford libraries; and further to allow the Board of Library Trustees to expend fees not to exceed \$5,000 for fiscal year 1999 from said account for ongoing supplies and maintenance of the copy machines, and purchase of other library supplies and contingent upon an annual report from the Board of Library Trustees to the Town on the total receipts and expenditures of the Account each fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the establishment of a Library Photocopy Machine Revolving Account as authorized by Chapter 44, §53E 3 ½ of the Massachusetts General Laws, said account to be under the direction of the Board of Library Trustees and used for the deposit of receipts collected through public use of the photocopy machines at both the Boxford Village and West Boxford libraries; and further to allow the Board of Library Trustees to expend fees not to exceed \$5,000 for fiscal year 1999 from said account for ongoing supplies and maintenance of the copy machines, and purchase of other library supplies and contingent upon an annual report from the Board of Library Trustees to the Town on the total receipts and expenditures of the Account each fiscal year.

Finance Committee recommended adoption of this article.

ARTICLE 7. To see if the Town will authorize the establishment of a Conservation Revolving Fund as authorized by Chapter 44, §53E 4 ½ of the Massachusetts General Laws, said account to be under the direction of the Conservation Commission and used for the deposit of receipts collected through fees by direction of the Conservation Commission and further to allow the Conservation Commission to expend fees not to exceed \$5,000 for fiscal year 1999 from said account for extraordinary Conservation Commission application review expenses and contingent upon an annual report from the Conservation Commission to the Town on the total receipts and expenditures of the Account each fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the establishment of a Conservation Revolving Fund as authorized by Chapter 44, §53E 3 ½ of the Massachusetts General Laws, said account to be under the direction of the Conservation Commission and used for the deposit of receipts collected through fees by direction of the Conservation Commission and further to allow the Conservation Commission to expend fees not to exceed \$5,000 for fiscal year 1999 from said account for extraordinary Conservation Commission application review expenses and contingent upon an annual report from the Conservation Commission to the Town on the total receipts and expenditures of the Account each fiscal year.

Finance Committee recommended adoption of this article.



ARTICLE 8. To see if the Town will vote to amend various portions of Article 5 of its Bylaws, known as the Personnel Bylaw, by amending Section 9, "Position Classes: Salary, Wages and Pay Matrix" and replacing it with the Compensation Plan as submitted by the Personnel Board as printed in this warrant; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, voice vote, to amend various portions of Article 5 of known as the Personnel Bylaw, by amending Section 9, Classes: Salary, Wages and Pay Matrix" and replacing Compensation Plan as submitted by the Personnel Board  
by unanimous its Bylaws, "Position it with the as follows:

**TOWN OF BOXFORD  
COMPENSATION PLAN  
for  
CLASSIFICATION PLAN EMPLOYEES  
FISCAL YEAR 1999**

CLASSIFICATION	HOURLY RATES		
	Probation Period	First Year	Second Year
LIBRARY PERSONNEL			
Circulation Desk Attendant	6.00	6.50	7.00
Library Assistant	7.50	8.00	9.00
MINUTES SECRETARY	8.00	9.00	10.00
FY99			
ADMINISTRATIVE ASSISTANT		14.90	
ALTERNATE BUILDING INSPECTOR		17.38	
ANIMAL CONTROL OFFICER		10.65	
CUSTODIAN		8.91	
DIRECTOR, COUNCIL on AGING		14.62	
ELECTION OFFICERS			
Wardens		6.59	
Inspectors		6.41	
FIELD ASSESSOR		15.00	
PLUMBING/GAS INSPECTOR		13.90	
WIRING INSPECTOR		13.90	
ANNUAL SALARY: FY99			
CONSERVATION ADMINISTRATOR		34,952	
DIRECTOR, PUBLIC HEALTH		42,245	
PLANNER/ADMINISTRATOR		25,000	

Finance Committee recommended adoption of this article

ARTICLE 9. To act on the proposed budget and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments

for fiscal year 1999, to wit: General Government, Finance, Public Safety, Education, Town Maintenance and all other necessary proper expenses during said fiscal year; or take any other action thereon.

Upon motion made and duly seconded, an amendment to increase the Personnel Board budget from \$9,700 to \$19,700 by transferring \$10,000 from Free Cash was VOTED by majority show of hands.

Upon motion made and duly seconded, an amendment to increase the Planning Board budget from \$19,050 to \$29,050 by transferring \$10,000 from Free Cash was VOTED by majority voice vote.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$549,415 and transfer from Free Cash the sum of \$20,000, for a total of \$569,415, to fund the GENERAL GOVERNMENT departments for the Town of Boxford for the Fiscal Year 1999.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$288,471 to fund the FINANCE departments for the Town of Boxford for the Fiscal Year 1999.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$1,298,966 to fund the PUBLIC SAFETY departments for the Town of Boxford for the Fiscal Year 1999.

Upon motion made and duly seconded, an amendment to increase the Library Salary budget from \$186,252 to \$189,389 by transferring \$3,137 from Free Cash was VOTED by majority show of hands.

Upon motion made and duly seconded, an amendment to increase the Library All Other budget from \$79,464 to \$80,200 by transferring \$736 from Free Cash was VOTED by majority voice vote.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$10,137,532 and transfer from Free Cash the sum of \$3,873, for a total of \$10,141,405, to fund the EDUCATION departments for the Town of Boxford for the Fiscal Year 1999.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$600,493 to fund the TOWN MAINTENANCE departments for the Town of Boxford for the Fiscal Year 1999.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$86,618 to fund the INSPECTORS departments for the Town of Boxford for the Fiscal Year 1999.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$619,550 to fund the INSURANCE AND PENSIONS departments for the Town of Boxford for the Fiscal Year 1999.

Total to Raise and Appropriate	\$13,581,044
To Transfer from Free Cash	23,873
Total Budget Approved	\$13,604,917

Finance Committee recommended adoption of this article.

At this time, the Selectmen and Finance Committee anticipate that Articles 10 and 11 will be offered to the town as "contingent appropriations". This means that although the appropriation

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could be approved at the town meeting, that appropriation would be full contingent upon the successful passage of a related Proposition 2 1/2 override ballot question. Should EITHER the warrant article or the ballot question fail, the appropriation would be rendered null and void.

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ARTICLE 10: To see if the town will vote to raise and appropriate or transfer from available funds the sum of \$195,922 to complete the funding of the FY 1999 Masconomet Regional School District Assessment; or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$195,922 to additionally fund the town's share of the FY 1999 Masconomet Regional School District Assessment, said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended against adoption of this article.

ARTICLE 11: To see if the town will vote to raise and appropriate or transfer from available funds the sum of \$11,800 to additionally fund school repair and maintenance costs for the Boxford Elementary School budget for FY 1999; said funds to be expended by the Elementary School Committee; or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$11,800 to additionally fund school repair and maintenance costs for the Boxford Elementary School budget for FY 1999; said funds to be expended by the Elementary School Committee, said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.

ARTICLE 12: To see if the Town will vote to add the following section to the General Bylaws:

**Article 3 Appointed officers and Boards**

**Section 14 Computer Management Committee**

3-14-1 A Computer Management Committee consisting of five members shall be established. Members shall be appointed by the Selectmen for terms of three years, except that initially the terms of appointment shall be determined by the Selectmen so that one member so appointed shall initially have a one year appointment, two members so appointed shall have a two year appointment, and two members so appointed shall initially have a three year appointment. The Committee may later be expanded to seven members at the discretion of the Board of Selectmen.

3-14-2 The Computer Management Committee reporting to the Board of Selectmen is charged as follows:

- A) To oversee the purchase, sale, maintenance, and training of users of all computers, computer networks, and computer software acquired by Town departments, boards and committees.

- B) All such purchases, whether budgeted or capital in nature, will be reviewed by the committee before an expenditure is authorized or recommended for authorization.
- C) The Committee will request an annual budget to be used in part to cover the cost of townwide service and training as may be necessary.
- D) The Committee will report their activities to the Town and Board of Selectmen yearly, or as requested by the Board of Selectmen.

The Computer Management Committee shall schedule, post and conduct meetings in accordance with MGL Chapter 39, Section 23B, the so called "open meeting law." Written minutes shall be taken, a copy of which shall be submitted to the Selectmen's Office; or take any other action thereon.

Upon motion made and duly seconded, an amendment to Article 12 was defeated by majority voice vote.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over Article 12.C)

Finance Committee recommended adoption of this article.

ARTICLE 13. To see if the Town will vote to transfer \$17,920 from the Selectmen's Budget for FY 1999 to a newly created budget line item entitled **Computer Management Committee**; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 13.

Finance Committee recommended adoption of this article.

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At this time, the Selectmen and Finance Committee anticipate that Articles 14 through 16 will be offered to the town as "contingent appropriations 11. This means that although the appropriation could be approved at the town meeting, that appropriation would be full contingent upon the successful passage of a related Proposition 2 1/2 override ballot question. Should EITHER the warrant article or the ballot question fail, the appropriation would be rendered null and void.

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ARTICLE 14: To see if the town will vote to raise and appropriate or transfer from available funds the sum of \$10, 000 to additionally fund the Fiscal Year 1999 budget of the Computer Management Committee in order to provide professional support for computer equipment and software as directed by the Computer Management Committee, said funds to be expended by the Computer Management Committee, or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over Article 14.

ARTICLE 15: To see if the town will vote to raise and appropriate or transfer from available funds the sum of \$10,000 to additionally fund the Fiscal Year 1999 budget of the Personnel



Board in order to provide professional support for review of municipal salaries and benefits as directed by the Personnel Board, said funds to be expended by the Personnel Board, or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over Article 15.

ARTICLE 16: To see if the town will vote to raise and appropriate or transfer from available funds the sum of \$10,000 to additionally fund the Fiscal Year 1999 budget of the Planning Board in order to provide additional hours and increased compensation for the Planning Board Administrator, said funds to be expended by the Planning Board, or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over Article 16.

ARTICLE 17: To see if the Town will vote will vote to transfer from available funds the sum of \$3,000 for the purpose of providing Senior Citizen Real Estate Tax Payment Vouchers for services rendered on behalf of various Town departments, pursuant to an agreement to be formulated by the Council on Aging and approved by the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$3,000 for the purpose of providing Senior Citizen Real Estate Tax Payment Vouchers for services rendered on behalf of various Town departments, pursuant to an agreement to be formulated by the Council on Aging and approved by the Board of Selectmen; said funds to be expended under the direction of the Council on Aging. Finance Committee recommended adoption of this article.

ARTICLE 18: To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$2,000 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$2,000 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program; said funds to be spent under the direction of the Board of Selectmen. Finance Committee did not recommend adoption of this article.

ARTICLE 19: To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$21,910 for the support of the Tri-Town Council on Youth and Family Services, Inc; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$21,910 for the support of the Tri-Town Council on Youth and Family Services, Inc.; said funds to be spent under the direction of the Board of Selectmen. Finance Committee recommended adoption of this article.

ARTICLE 20: To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$160,000 to purchase new computer equipment, hardware, software, peripherals, and any other furniture or equipment in order to upgrade the computer systems of the offices of the Assessors, the Treasurer/ Collector of Taxes, and the Accountant, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$160,000 to purchase new computer equipment, hardware, software, software licenses and support agreements, peripherals, and any other furniture or equipment in order to upgrade the computer systems of the offices of the Assessors, the Treasurer/Collector of Taxes, and the Accountant, said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.  
Capital Budgeting Committee recommendation: Essential

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At this time, the Selectmen and Finance Committee anticipate that Articles 21 through 30 will be offered to the town as "contingent appropriations". This means that although the appropriation could be approved at the town meeting, that appropriation would be fully contingent upon the successful passage of a related Proposition 2 1/2 override ballot question. Should EITHER the warrant article or the ballot question fail, the appropriation would be rendered null and void.  
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ARTICLE 21: To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$108,122 for the purpose of purchasing, installing and equipping classroom computers, monitors and printers, and other technology equipment and wiring incidental thereto for the Masconomet Regional School District; said funds to be spent under the direction of the Masconomet Regional School Committee; \$108,122 for the purpose of purchasing, installing and equipping classroom computers, monitors and printers, and other technology equipment and wiring incidental thereto for the Masconomet Regional School District; said funds to be spent under the direction of the Masconomet Regional School Committee; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$108,122 for the purpose of purchasing, installing and equipping classroom computers, monitors and printers, and other technology equipment and wiring incidental thereto for the Masconomet Regional School District; said funds to be spent under the direction of the Masconomet Regional School Committee; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.  
Capital Budgeting Committee recommendation: High Priority

ARTICLE 22: To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$54,000 to purchase computer and related technology hardware and software, including: CPU's, monitors, printers, scanners, modems, laser disc devices, CD

ROM drives, work stations and other peripherals, equipment, software licenses and support, and all other incidental items necessary to implement the fourth year of a five year technology plan for the Boxford Elementary Schools; said funds to be spent under the direction of the Boxford Elementary School Committee; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$54,000 to purchase computer and related technology hardware and software, including: CPU's, monitors, printers, scanners, modems, laser disc devices, CD ROM drives, work stations and other peripherals, equipment, software licenses and support, and all other incidental items necessary to implement the fourth year of a five year technology plan for the Boxford Elementary Schools; said funds to be spent under the direction of the Boxford Elementary School Committee; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.

Capital Budgeting Committee recommendation: Essential

Upon motion made and duly seconded, it was VOTED, by unanimous vote, to adjourn the meeting at 11:15 p.m. to a time certain, Wednesday, May 13, at 7:30 p.m. in the Masconomet Regional High school Auditorium.

Registered voters attending the meeting were 279

### **ADJOURNED ANNUAL TOWN MEETING May 13, 1998**

Moderator Gerald R. Johnston called the second session of the Boxford Annual Town Meeting to order at 7:34 p.m. The articles of the warrant were disposed of as follows:  
.In business unrelated to this Annual Town Meeting:

The following vote will be forwarded to North Andover by letter in support of their application for a State grant to assist in the purchase of the indicated property.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to endorse the action taken by the Town of North Andover to purchase the 11Renshaw11 parcel, a 144-acre parcel in the Lake Cochichewick area, of which 96 acres are located in the Town of Boxford; the Town of Boxford applauds and supports the efforts by North Andover to conserve and protect this important parcel.

Moderator Johnston then asked the attending body if they would, in the future, be in favor of selecting the articles from a town meeting warrant ' in a random process, after first voting on the operating budget. All articles relating to the same subject would be discussed and voted on at the same time. This would avoid the possibility of special interest groups appearing on the night their articles were to be considered.

A majority of the voters in attendance were in favor of this process.

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$25,000 for the purpose of funding road reconstruction and drainage in the



Town of Boxford; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$25,000 for the purpose of funding road reconstruction and drainage in the Town of Boxford; said funds to be spent under the direction of the Board of Selectmen; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.

Capital Budgeting Committee recommendation: Essential

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$22,000 to fund the purchase and installation of a computer system for the Boxford Fire Department; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$22,000 to fund the purchase and installation of a computer system for the Boxford Fire Department; said funds to be spent under the direction of the Board of Selectmen; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.

Capital Budgeting Committee recommendation: Low Priority

ARTICLE 25: To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$6,000 to purchase a computer and to complete various networking and other computer management work on the town owned computers used by the Boxford Inspection Services Departments; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$6,000 to purchase equipment needed for completion of various networking systems and to fund related installation and conversion expenses for town owned computers used by the Boxford Inspection Services Departments; said funds to be spent under the direction of the Board of Selectmen; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.

ARTICLE 26: To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$6,000 to purchase a new photocopier for use by the Boxford Town Libraries and its patrons; said funds to be spent under the direction of the Board of Library Trustees; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$6,000 to purchase and install a new photocopier for use by the Boxford Town Libraries and its patrons; said funds to be spent under the direction of the



Board of Library Trustees; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.

ARTICLE 27: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the replacement of the Police/Communications Department emergency power generator; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the Article 27 to substitute the words "transfer from Free Cash the sum of \$20,000.11 in place of "raise and appropriate the sum of \$20,000.11

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$20,000 to fund the replacement of the Police/Communications Department emergency power generator; said funds to be spent under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

Capital Budgeting Committee recommendation: High Priority

ARTICLE 28: To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to complete and expand a parking lot at the Spofford Pond School; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$100,000 to fund the completion and expansion of a parking lot at the Spofford Pond School; said funds to be spent under the direction of the Board of Selectmen; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.

Capital Budgeting Committee recommendation: High Priority

ARTICLE 29: To see if the Town will vote to borrow \$160,000 in order to pay for architectural design and engineering services and to fund related permits and expenses necessary to obtain the required approvals and plans for the reconstruction and expansion of the Police/Communications building; said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by a greater than two-thirds voice vote, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow \$160,000 in order to pay for architectural design and engineering services and to fund related permits and expenses necessary to obtain the required approvals and plans for the reconstruction and expansion of the Police/Communications building; said funds to be spent under the direction of the Board of Selectmen; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

A 2/3 vote was required.

Finance Committee recommended adoption of this article.  
Capital Budgeting Committee recommendation: Essential

ARTICLE 30: To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$22,000 to complete the construction of the Chadwick Three Field adjacent to the Spofford Pond School; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$22, 000 to complete the construction of the Chadwick Three Soccer Field adjacent to the Spofford Pond School; said funds to be expended under the direction of the Board of Selectmen; said appropriation to be fully contingent upon successful passage of the related Proposition 2-1/2 ballot question.

Finance Committee recommended adoption of this article.  
Capital Budgeting Committee recommendation: Essential

ARTICLE 31: To see if the Town will vote to transfer the sum of \$28,552 from Article 28 approved at the May 14, 1996 Annual Town Meeting, but not yet expended, to complete the construction of the Chadwick Three soccer field adjacent to the Spofford Pond School; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer the sum of \$28,552 from Article 28 approved at the May 14, 1996 Annual Town Meeting, but not yet expended, to complete the construction of the Chadwick Three soccer field adjacent to the Spofford Pond School; said funds to be expended under the direction of the Board of Selectmen.

ARTICLE 32: To see if the Town of Boxford will vote to authorize the Board of Selectmen to grant an Easement to the New England Telephone and Telegraph Company and Massachusetts Electric Company for the purpose of providing for the transmission of intelligence and electricity, such easement locations being more particularly described below, in, on and over certain parcels of land being Town owned land as shown on a sketch (filed with the Town Clerk) and entitled "New England Telephone and Telegraph Company Engineering Sketch of Proposed Utility Poles and Cable Location, November 25, 1997, Stiles Pond Road South, Boxford, Massachusetts". Also described on Assessor's Map 17 as Lot 27.1 and also on Plan Book 130, Plan 81 on record at the Registry of Deeds; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 32.

ARTICLE 33: To see if the Town will vote to amend Article 1 of the General Bylaws, Section 1-2 (**Town Meetings and Elections**) as follows (**suggested new language in bold type**):

1-1-2 The substance of any article, other than collective bargaining agreements, defeated at a Town Meeting or **at a subsequent election** shall not again be placed on the warrant until the next Annual Town Meeting except and unless in compliance with

Massachusetts General Laws, Chapter 39, Section 10 as amended; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by a show of hands majority vote, to pass over Article 33.

Finance Committee recommended adoption of this article.

ARTICLE 34: To see if the Town will vote to amend Article Three of the General Bylaws, Section 4 (Capital Budgeting Committee) by removing the word "**annual**" from the fifth line of 3-4-1. Line 5 would thus read: "**reporting anticipated capital needs to the Town at each Town Meeting.**"; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article Three of the General Bylaws, Section 4 (Capital Budgeting Committee) by removing the word 'annual' from the fifth line of 3-4-1. Line 5 would thus read: "**reporting anticipated capital needs to the Town at each Town Meeting.**"

Finance Committee recommended adoption of this article.

ARTICLE 35: To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to grind and remove the log/stump pile at the Boxford Landfill; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$9,400 to grind and remove the log/stump pile at the Boxford Landfill; said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

ARTICLE 36: To see if the Town will vote to raise and appropriate or transfer from available funds the amount of \$3,600 to fund the Town's share of the Federal COPSFAST Grant; said funds to be spent under the direction of the Board of Selectmen<sup>7</sup> or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$3,600 to fund the Town's share of the Federal COPSFAST Grant<sup>7</sup> said funds to be spent under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

ARTICLE 37: To see if the Town will vote to amend its General Bylaws (Article V known as the PERSONNEL BYLAW as printed in at the end of this Warrant; or take any other action thereon.

Upon motions made and duly seconded, amendments to the PERSONNEL BYLAW increasing the size of the Personnel Board from three member to five were defeated by majority voice vote.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend its General Bylaws (Article V known as the PERSONNEL BYLAW) as follows:

Section 1 – Authorization



5-1-1 Pursuant to the authority contained in Section 108A and 108C of Chapter 41 of the General Laws, as amended, the **Board** may, as necessary, establish plans which may be amended from time to time by vote of the **Town** at a Town Meeting (a) classifying positions in the service of the Town other than those under the exclusive authority of a **department** or **administrative authority** other than this **Board**, (b) recommending appropriate **compensation plans**, (c) providing for the administration of said **classification** and compensation plans, and (d) advising the Board of Selectmen, Finance committee and all **departments** and **administrative authorities** employing or responsible for **Town employees** not covered by the **classification plan**, on all matters pertaining to **compensation**, personnel policies and administration, by making recommendations to said **departments** and **administrative authorities**.

## Section 2 – Definitions

5-2-1 As used in this bylaw, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth.

- a) **ADMINISTRATIVE AUTHORITY:** The elected or appointed official, board, commission or similar entity having jurisdiction over a function or activity.
- b) **BOARD:** The Personnel Board as described in Section 3.,
- c) **CLASS:** A position or group of positions essentially similar in respect to duties and responsibilities to the extent that a common scale of **compensation** can be applied with equity.
- d) **CLASSIFICATION PLAN:** A tabulation of **classes** as described in Section 4 of this bylaw plus **class SPECIFICATIONS WHICH ARE ON FILE WITH THE Board** and which are hereby incorporated by reference.
- e) **COMPENSATION:** Salary wages, benefit programs, fringe benefits and certain working conditions.
- f) **COMPENSATION PLAN:** Regulations and procedures relating to **employee compensation** as described in Section 5 of this bylaw.
- g) **CONTINUOUS EMPLOYMENT:** Employment uninterrupted except for required military service, authorized vacation, sick leave, bereavement leave, personal days, court leave or other authorized leave or absence.
- h) **DEPARTMENT:** Any department, board, committee, commission or other agency of the **Town** subject to this bylaw.
- i) **DEPARTMENT HEAD:** The officer, board or other body having immediate supervision and control of a department, in the instance of a department serving under the supervision and control of the Selectmen, the officer, board or other body immediately responsible to the Board of Selectmen for administration of the **department**.
- j) **EMPLOYEE:** Any person retained in the service of the Town on a **full-time** or **part-time** basis and receiving salary or wages.
- k) **FULL-TIME EMPLOYEE:** An **employee** retained for **full-time employment**.
- l) **FULL-TIME EMPLOYMENT:** Employment for not less than twenty (20) hours per week for fifty-two (52) weeks per annum, minus legal holidays and authorized leave or



absence, including but not limited to military service leave, vacation, sick leave, bereavement leave, personal days and court leave.

- m) HOLIDAY: The Lord's day and all days on which legal holidays are observed provided that the phrase "holiday,, shall not include the Lord's day for purpose of holiday pay.
- n) OVERTIME: In accordance with the Fair Labor Standards Act as it pertains to municipal employees.
- o) PART-TIME EMPLOYEE: An **employee** retained for **part-time employment**.
- p) PART-TIME EMPLOYMENT: Employment for a lesser period of time than that which constitutes **full-time employment**.
- q) PROBATIONARY EMPLOYEE: A **regular employee** within the first ninety (90) days of her/his first year of employment.
- r) REGULAR EMPLOYEE: An **employee** retained on a continuing basis in a **regular position**.
- s) REGULAR POSITION: Any position in the Town services which has required or is likely to require the services of an **employee** for a period of more than six (6) uninterrupted calendar months.
- t) TEMPORARY EMPLOYEE: An **employee** retained in a **temporary position**.
- u) TEMPORARY POSITION: Any position in the **Town** which is not permanent, but which requires or is likely to require the services of an **employee** for a period not exceeding six (6) calendar months.
- v) TOWN: The Town of Boxford, Massachusetts.

### Section 3 - Personnel Board

5-3-1 Membership - There shall be a Personnel Board consisting of three (3) members appointed by the Board of Selectmen. Terms of members shall begin and end coincident with the start of a fiscal year.

5-3-2 Qualifications - Members shall be residents of the Town. In making appointments to the Board the Board of Selectmen shall give preference to persons who will best represent the interest of both the employees and the taxpayers of the Town and to persons who are knowledgeable and experienced in the fields of personnel administration and labor relations. No elected official, Town employee or appointees to any other Town board, committee, commission or other agency of the Town shall be appointed to the Board. A member taking a position in such an entity must resign as a member of this Board.

5-3-3 Term - Each member of the Board shall serve for a term of three (3) years provided however that of the members initially appointed, one shall serve for a term of one (1) year, one for a term of two (2) years and one for a term of three (3) years. Subsequent appointments shall be made by the Board of Selectmen to be effective at the start of each fiscal year provided however that if a member shall resign or otherwise vacate the office at a time other than the commencement of a fiscal year a successor will be appointed at that time to complete the unexpired term.

5-3-4 Organization - At its first meeting after the adoption of this bylaw and annually thereafter, the **Board** shall organize by electing a Chairperson and a Vice Chairperson, both of whom shall be members of the **Board**. The **Board** shall meet with such frequency required to administer this bylaw, excepting it shall meet not less than six (6) times annually.

5-3-5 Proceedings - Two (2) members of the Board shall constitute a quorum for the transaction of business. A majority vote of the members present shall determine the action of the Board on all matters upon which it is authorized or required to pass under this bylaw. The **Board** shall keep a record of its proceedings. The **Board** may employ assistance and incur expenses as it deems necessary, subject to the appropriation of funds therefor.

#### 5-3-6 Duties

- a) Administer the provisions of this bylaw, except for such duties as may be specifically assigned by statute exclusively to other **departments** or **administrative authorities**, and decide all questions relating to the interpretation and application of this bylaw.
- b) Administer the **classification plan** and **compensation plan** and establish policies, procedures and regulations consistent with these plans.
- c) Maintain evaluation records of all **Town employees** (other than those employed by the School Department) and copies of all union and non-union contracts. Such records shall be kept in the office of the Town Accountant.
- d) Maintain and periodically review job descriptions, the **classification plan** and **compensation plan** and recommend such amendments to this bylaw as it deems necessary or advisable to maintain a fair and equitable personnel program.
- e) Advise the Board of Selectmen, Finance Committee and all **departments** and **administrative authorities** employing or responsible for **Town employees** on all matters pertaining to **compensation** and personnel policies and administration by making recommendations to said departments and **administrative authorities**.
- f) Perform the functions assigned to Personnel Relations Review Boards under the provision of Section 21B of Chapter 40 of the General Laws unless an **employee** or **class** of **employees** specifically delegates said function elsewhere by written contract.
- g) Authorize the initiation, any change or termination in the status or **compensation** of all **Town employees** subject to the **Board's** authority.
- h) Hire and supervise a personnel specialist to be responsible for gathering and analyzing information necessary to assist the Board in fulfilling its duties.

#### Section 4 - Classification Plan

5-4-1 All positions in the service of the Town except those excluded in sections 1 (a) and 1 (d) are hereby classified by titles. The **classification plan** shall be public information, maintained by the **Board** and, by reference, made a part hereof.

5-4-2 The Board shall maintain written job descriptions or specifications of the **classes** in the **classification plan**, each consisting of a statement describing the essential nature of the work and characteristics that distinguish the **class** from other **classes**. The description for any **class** shall be construed solely as a means of identification and not as prescribing what the duties or

responsibilities of any position shall be, or as modifying, or in any way affecting the power of any **administrative authority**, as otherwise existing, to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

5-4-3 Whenever a new position is established, or the duties of an existing position are so changed that in effect a new position is created, upon presentation by the appropriate **Department Head** of substantiating data satisfactory to the **Board**, the **Board** shall allocate such new or changed position to its appropriate **class** as hereinafter provided.

5-4-4 The title of each **class**, as established by the **classification plan** shall be the official title of every position allocated to the **class** and the official title of each incumbent of a position so allocated, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position.

Section 5 - Compensation Plan - The provisions of this section shall apply to **employees** included in the **Classification Plan**.

5-5-1 New Appointees

- a) New **employees** shall be paid the entry level rate for the grade unless the **department head** applies for and receives prior written approval of the **Board** to do otherwise.
- b) Each new **employee** shall serve a probationary period of 90 calendar days. Unsatisfactory performance within this period shall be cause for termination.

5-5-2 Promotions

- a) When an **employee** is promoted to a position in a higher **class**, the **compensation** shall normally be increased to the minimum rate for the higher classification. In the case of overlapping ranges, the promoted **employee's** rate shall be increased to a step immediately above the **employee's** previous rate unless the department head applies for and receives prior written approval of the **Board** to do otherwise.
- b) If an employee is transferred to a position in a class having a higher salary range than the class from which the **employee** was transferred, such change shall be deemed a promotion.

5-5-3 Demotions - When an **employee** is demoted to a lower **class** due to unsatisfactory job performance, the **employee's** rate of pay shall be lowered to fit within the approved range for the lower position. The precise rate will be determined by the **Board**.

5-5-4 Reallocation Downward - When an **employee** is reallocated by the **Town** administration to a **class** with a lower rate of pay for reasons other than unsatisfactory job performance, there shall be no reduction in the **employee's** rate of pay. The **employee's** rate of pay will not be increased until approved increases in the new class exceed the **employee's** former rate unless the **department head** applies for and receives prior written approval of the **Board** to do otherwise.

5-5-5 Reinstated Employees - A reinstated **employee** shall receive a rate of pay within the approved range for the position. The precise rate will be determined by the **Board**.



5-5-6 Overtime - Overtime pay shall be paid in accordance with the Fair Labor Standards Act as it applies to municipal **employees**.

5-5-7 Salary Adjustments:

- a) All **employees** shall have their performance reviewed annually by their **department head** or other supervisor for the purpose of determining which **employees** shall receive salary increases. Many factors may enter into any recommendation, but major emphasis shall be placed upon quality of performance rendered to the **Town** by the **employee**..
- b) Failure to submit an evaluation of an **employee's** performance will preclude a salary increase for that **employee** in the subsequent fiscal year unless the department head shall apply for a receive written approval of the Board to do otherwise. In such an instance the adjusted rate and its effective date will be determined by the **Board**.
- c) The results of the evaluation shall be submitted to the **Board** no later than sixty (60) days prior to the Annual Town Meeting. Recommended wage adjustments shall be submitted to the Finance Committee no later than forty-five (45) days prior to the Annual Town Meeting. In no case shall the **compensation** of any **employee** be raised above the maximum for the **employee's class**.

5-5-8 Longevity Payment - **Employees** who have completed ten (10) years or more of **continuous employment** will be eligible for an additional payment in accordance with the following schedule:

<u>Length of Service</u>	<u>Payment</u>
Completed ten (10) but fewer than fifteen (15) years	2.5% of base wages received in the previous fiscal year
Completed fifteen (15) years	5.0% of base wages received in the previous fiscal year

The longevity payment is in the form of a lump sum. It is calculated and paid after each fiscal year in which the employee becomes or remains eligible has ended. The payment is derived from base wages attributable to the employee's normally scheduled hours per week. It does not recognize time beyond that normally scheduled, overtime, leaves (other than vacations and holidays) or other absences.

## Section 6 - Employee Benefits

5-6-1 Any **full time employee** is eligible to receive benefits.

5-6-2 Vacation Leave

- a) All eligible **employees** successfully completing their probationary period shall have the right to accrue vacation from their date of hire. vacation pay shall be based upon hours normally scheduled to be worked. Vacation leave accrued within a twelve (12) month



period following employment, regardless of when the fiscal year falls, should be taken within that twelve (12) month period. With the immediate supervisor's permission, up to five (5) vacation days may be carried over into the next twelve (12) month period.

- b) New **employees** will be eligible to use vacation time after twenty-six (26) consecutive scheduled worked weeks, including authorized leave.
- c) Eligible **employees** with less than five (5) years of **continuous employment** shall be entitled to two weeks vacation each year.
- d) Eligible **employees** who have completed five (5) but fewer than ten (10) years of **continuous employment** shall be entitled to three weeks vacation each year.
- e) Eligible **employees** who have completed ten (10) but fewer than twenty-five (25) years of **continuous employment** shall be entitled to four weeks vacation each year.
- f) Eligible **employees** who have completed twenty-five (25) years of continuous employment shall be entitled to five (5) weeks vacation each year.
- g) Vacation leave may be taken at such time as the **employee** wishes, with the approval of the **employee's** immediate supervisor. Approval shall not be arbitrarily denied but may take into account production commitments, public safety concerns, availability of replacement personnel and similar considerations. **Compensation** for vacation periods is derived from base wages attributable to the **employee's** normally scheduled hours per week. Working for more than one **department** throughout an **employee's** career shall not be grounds for denial of this benefit.

5-6-3 Holidays - Eligible **employees** shall be entitled to the following holidays and shall receive their normal per diem **compensation** if scheduled to work on New Year's Day, Martin Luther King Day, President's Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas.

5-6-4 Sick Leave - Eligible **employees** shall be granted paid sick leave at their regular per diem rate on the basis of one allowed day for each twenty (20) days of work. No employee may accrue more than eighty-five (85) sick days at any time during the course of employment. Sick leave shall not be paid to any **employee** who has not worked at least sixty (60) calendar days following her/his probationary period. Paid sick leave shall not be granted unless the **employee** shall have notified his supervisor of the illness nor, in the case of more than three consecutive days of absence, unless a doctor's certificate of inability to work shall have been furnished to the **department head** if requested.

5-6-5 Health Insurance - Health insurance is available to eligible **employees** at their option. It is as provided by Chapter 32B of the General Laws, as amended and accepted by the **Town**.

5-6-6 Retirement Plan - Retirement benefits are provided to eligible **employees** as provided by Chapter 66, Acts of 1946, of the General Laws.

5-6-7 Life Insurance - Life insurance shall be offered to all eligible **employees** on an equally shared premium basis.

5-6-8 An eligible **employee** who has completed the probationary period shall be allowed a maternity leave of absence as provided by Chapter 149, Section 105D, as amended.

5-6-9 All **full time employees** and management employees shall be eligible for three (3) days of personal leave during each fiscal year. No personal leave time may be carried over into a subsequent fiscal year.

5-6-10 All eligible **employees** shall be entitled to up to three days leave at the normal per diem rate due to a death in the immediate family. The immediate family includes a spouse, parent, child, siblings, legally adopted children, grandparents or relative living in the employee's household at the time of death. The length of the leave shall take into account the closeness of the relationship and travel arrangements necessary to attend either the funeral or memorial service.

## Section 7 - Grievance Procedure

5-7-1 A "grievance,, shall be defined to mean any dispute between an **employee** and her/his appointing authority which arises out of an exercise of administrative discretion by said appointing authority with respect to the **employee's** condition of employment.

5-7-2 In accordance with section 5-3-6f the **Board** shall constitute the Personnel Review Board of the **Town** and as such have the powers and duties and shall perform the functions assigned to personnel relations review boards under the provisions of Section 21B, Chapter 40 of the General Laws. The **Board** in performing its duties as the Personnel Review Board shall be subject to the limitations imposed by said Section 21B and the bylaws of the Town.

5-7-3 Grievances shall be settled as follows:

Step 1 - The **employee** shall take up his/her grievance orally with his/her immediate supervisor who shall reach a decision and communicate it orally to the **employee** within three (3) working days.

Step 2 - If the grievance has not been settled as in Step 1, the grievance shall be presented in writing by the **employee** to the **employee's** supervisor within five (5) working days. The **employee's** supervisor shall attempt to resolve the grievance and shall give a decision to the **employee** in writing within five (5) working days of receipt of the written complaint.

Step 3 - If the grievance has not been settled as in Step 2, it shall be presented in writing by the **employee** to the **department head** within five (5) working days after receipt of the supervisor's written decision. The **department head** shall attempt to resolve the grievance and shall give a decision to the **employee** in writing within five (5) working days of receipt of the written complaint.

Step 4 - If the grievance has not been settled as in Step 3, it shall be presented in writing by the **employee** to the **Board** within five (5) working days after the receipt of the **department head's** written decision. The **Board** shall attempt to resolve the grievance by a meeting with the **employee**, the **employee's** supervisor and the **department head** within ten (10) working

days after receipt of the written complaint. The **Board** shall give a decision to the **employee** and the **department head** in ' writing within ten (10) working days after the meeting. The decision of the **Board** shall be final and binding.

Section 8 - Amendments to the Plans

5-8-1 The **classification plan** and/or **compensation plan** and/or other provisions of this bylaw may be amended by vote of the **Town** at either a regular or special **Town** meeting in the same manner as other bylaws of the **Town** may be amended. However, no amendment shall be considered or voted on by **Town** meeting unless the amendment has first been considered by the **Board** and the Finance Committee.

5-8-2 The, **Board**, of its own motion, may propose an amendment to the plans or other provisions of this bylaw on its findings resulting from its investigation as provided in Section 3.

5-8-3 The **Board** shall report its recommendations on any proposed amendment to the Finance Committee and shall . make its recommendations with regard to any amendment at the **Town** meeting at which time such amendment is considered.  
Finance Committee recommended adoption of this article.

ARTICLE 38: To see if the Town will vote to add the following new section to the General Bylaws as follows:

**Article 3, Appointed officers and Boards**

Section 15 Land-Committee

3-15-1 A Land Committee consisting of five members shall be established.  
Members of the Committee shall be appointed as follows:

One member selected by and from the Planning Board and appointed by the Selectmen.

One member selected by and from the Conservation Commission and appointed by the Selectmen.

One member selected by and from the Finance Committee and appointed by the Selectmen.

Two members to be selected and appointed by the Selectmen

At least one member of the committee shall have experience in the field of commercial real estate finance or acquisition.

3-15-2 Members shall be appointed for three years except that initially the terms of appointment shall be determined by the Selectmen so that one member so appointed shall initially have a one year appointment, two members so appointed shall initially



have a two year appointment, and two members so appointed shall initially have a three year appointment.

3-15-3 The Land Committee shall function as follows:

- A) All potential real estate acquisitions by the Town involving the purchase of land for conservation or other municipal purposes, will be referred to the Board of Selectmen to determine, in consultation with the Land Committee, if the potential acquisition fits within the Town's Master Plan. If the Board of Selectmen determines that the acquisition comports with the Town's Master Plan, the Land Committee will consider such potential acquisition as set forth below and subsequently make recommendations as it deems appropriate to the Selectmen.
- B) The Land Committee will obtain from the potential seller, or from other available sources all pertinent information it deems necessary regarding the real estate in question. For the purchase of land as a single acquisition or as a series of related acquisition where the total estimated market price or assessed value exceeds \$250,000 (to be determined in consultation with the Board of Selectmen on a case by case basis) , such information must include two complete self contained appraisal reports prepared by independent appraisers licensed and certified by the Commonwealth of Massachusetts to perform commercial appraisals, a real estate land development plan which is supported by perc tests or soil tests showing the number of home sites which can be reasonably expected to be built on the property in question. The requirement for a land plan may be waived by the Land Committee with the approval of the Board of Selectmen where the highest and best use of the property is not residential development or where the Land Committee and the Board of Selectmen determine that it is not in the best interests of the Town to obtain the plan. When required, such plan shall be accompanied by a written review from the Boxford Planning Board. For the purchase of land as a single acquisition or as a series of related acquisitions, where the total estimated market price or assessed value is less that \$250,000 (to be determined in consultation with the Board of Selectmen on a case by case basis) , a land development plan is optional and the appraisals may be limited.
- C) The Land Committee will render a written recommendation to the Selectmen with copies to the Finance Committee, Planning Board and Conservation Commission. The report will be submitted in a timely manner, providing adequate time for review prior to potential Town action. The Committee's report will include the reasons for said recommendation including a review of all appraisals, a review of the land plan supporting such appraisals, an explanation of the differences, if any, between the purchase price and the appraised fair market value.
- D) If the Town votes to purchase land recommended by the Land Committee, the Selectmen will subsequently purchase services to conduct a title examination and an environmental profile study (i e MGI. c 2 1E) in order to ensure that both are satisfactory to the Board of Selectmen prior to purchase of the land.



- E) The Land Committee will request an annual budget which will be used in part to cover the cost of appraisals and other expenses of the Land Committee.
  - F) The Land Committee working with the Board of Selectmen will develop at least yearly, a prioritized list of potential land acquisitions showing the rationale for priorities. The Committee will report their activities to the Board of Selectmen on an annual basis or as requested by the Board of Selectmen. Such reports will include a review of priorities, the status of activities related to potential land transactions and any land newly identified for potential purchase.
  - G) The Boxford Land Committee shall schedule, post and conduct meetings in accordance with M.G.L. c.39, S21B, the so-called "open meeting law". Written minutes shall be taken, a copy of which shall be submitted to the Selectmen's office;
- or take any other action thereon.

Upon motion made and duly seconded, it was VOTED by unanimous voice vote, to pass over Article 38.

Finance Committee recommended adoption of this article.

ARTICLE 39: To see if the Town will vote to add the following new section to the General Bylaws as follows; or take any other action thereon (Sponsored by Initiative petition)

#### Section XX Land Committee

X-Y-Z A Land Committee consisting of five members shall be established.

Members of the Committee shall be appointed as follows:

- One member selected by and from the Planning Board and appointed by the Selectmen
- One member selected by and from the Conservation Commission and appointed by the Selectmen
- One member selected by and from the Finance Committee and appointed by the Selectmen
- One member selected by and from the Capital Budgeting Committee and appointed by the Selectmen
- One member to be selected and appointed by the Selectmen.

It is desirable that at least one member of the Committee shall have experience in the field of real estate finance or acquisition.

Members shall be appointed for three years except that initially the terms of appointment shall be determined by the Selectmen so that one member so appointed shall 'initially have a one year appointment, two members so appointed shall have a two year appointment, and two members so appointed shall initially have a three year appointment.

All potential Town of Boxford land purchases and sales as well as leases and rentals will be referred to the Land Committee.

After going through the process of due diligence: site walks, reviewing plans, obtaining appraisals, and other steps, the Boxford Land Committee deems necessary, and after reviewing the particular projects with the Boards, whose members sit on the Land Committee, the said Committee shall make written and oral recommendations to the Selectmen and the Town.

The Committee will adopt operating procedures and policies with respect to the above activities and will publicize same on a regular basis and make them available to the public and the Town of Boxford. A public hearing will be held prior to the adoption or amendment of these policies and procedures.

The Land Committee will request an annual budget which will be used to cover the cost of appraisals and other costs necessary to conduct its business.

The Land Committee will report on their activities to the Board of Selectmen and the Town on a regular basis (no less than quarterly)

Their minutes shall be available in the Town Offices.

The Boxford Land Committee shall schedule, post and conduct meetings in accordance with MGL Chapter 39, Section 233, the so called "open meeting law." April 1, 1998.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 39.

ARTICLE 40: To see if the Town will vote to raise and appropriate and/or transfer from available funds the sum of \$10,000 to fund appraisals and other professional assistance for, and expenses incidental to, the independent valuation of any properties identified by the Boxford Land Committee as under consideration for possible purchase by the Town of Boxford, said funds to be expended under the direction of the Boxford Land Committee; or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 40.

ARTICLE 41: To see if the Town will vote to transfer \$10,000 from the Selectmen's FY 1999 budget to a newly created budget line item entitled Land Committee; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 41.

It, was announced, prior to voting on the following article, that the Planning Board had held the appropriate public hearings on Articles 42 through 49.

ARTICLE 42: To see if the Town will vote to accept the following as a public way:

**FIELDSTONE WAY** in its entirety from station 0+00 to station 11+159 as shown on plan entitled "As-Built Plan, Fieldstone Way, Ponds Edge Estates, Boxford, MA, prepared for Stavredes Realty Trust, by Parsons and Faia, Inc., May 18, 1997, and recorded in the Essex South District Registry of Deeds, Plan Book 323, Plan #99, including any easements

appurtenant thereto. [Also see Plan Book 286, Plan 30 for Definitive Subdivision Plan, also recorded in Essex South Registry of Deeds]; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way:

**FIELDSTONE WAY** in its entirety from station 0+00 to station 11+159 as shown on plan entitled "As-Built Plan, Fieldstone Way, Ponds Edge Estates, Boxford, MA, prepared for Stavredes Realty Trust, by Parsons and Faia ' Inc., May 18, 1997, and recorded in the Essex South District Registry of Deeds, Plan Book 323, Plan #99, including any easements appurtenant thereto. [Also see Plan Book 286, Plan 30 for Definitive Subdivision Plan, also recorded in Essex South Registry of Deeds].

ARTICLE 43: To see if the Town will vote to accept the following as a public way:

**ANDREWS FARM ROAD** in its entirety from station 0+00 to station 18+54.51 as shown on a plan entitled "As-Built Plan of Andrews Farm Subdivision," Boxford, MA, prepared for 94 Lockwood Lane Realty Trust, Douglas R. Conn, Trustee, and 15 Silverbrook Road Realty Trust, Douglas R. Conn, Trustee, by Hancock Survey, Inc., dated April 24, 1995, and recorded in Essex South Registry of Deeds, Plan Book 307, Plan #20, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over Article 43.

ARTICLE 44: To see if the Town will vote to accept the following as a public way:

**UPTON LANE** in its entirety from station 0+00 to station 5+24.93 as shown on a plan entitled "As built Plan of Andrews Farm Subdivision, 11 Boxford, MA, prepared for 94 Lockwood Lane Realty Trust, Douglas R. Conn, Trustee, and 15 Silverbrook Road Realty Trust, Douglas R. Conn, Trustee, by Hancock Survey, Inc., dated April 24, 1995, and recorded in Essex South Registry of Deeds, Plan Book 307, Plan #20, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over Article 44.

ARTICLE 45: To see if the Town will vote to accept the following as a public way:

**POWDERHOUSE LANE** in its entirety from station 0+00 to station 1+06.45 as shown on a plan entitled "As built/ Street Acceptance Plan of Powderhouse Lane," Boxford, MA, prepared for Powderhouse Realty Trust; Engineer Hancock Survey Associates, Inc. dated Dec. 6, 1995 and recorded in Essex South Registry of Deeds, Plan Book 323, Plan #93, including any easements appurtenant thereto. [Also see Definitive Subdivision Plan recorded in Essex South Registry of Deeds in Plan Book 283, Plan 64 and in Plan Book 286, Plan 601 ; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way:

**POWDERHOUSE LANE** in its entirety from station 0+00 to station 14+06.45 as shown on a plan entitled "As built/ Street Acceptance Plan of Powderhouse Lane," Boxford, MA, prepared for Powderhouse Realty Trust; Engineer Hancock Survey Associates, Inc. dated Dec. 6, 1995 and recorded in Essex South Registry of Deeds, Plan Book 323, Plan #93, including



any easements appurtenant thereto. [Also see Definitive Subdivision Plan recorded in Essex South Registry of Deeds in Plan Book 283, Plan 64 and in Plan Book 286, Plan 60].

ARTICLE 46: To see if the Town will vote to accept the following as a public way:

**SADDLE HILL ROAD** in its entirety, from station 0+00 to station 12+59.83 as shown on a plan entitled "As built Subdivision Plan of Saddle Hill Estates", Boxford, MA prepared for the Boxford Planning Board, dated January 6, 1993, by Thomas E. Neve Associates, Inc. and recorded in Essex South Registry of Deeds in Plan Book 9190, Plan 352, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 46.

ARTICLE 47: To see if the Town will vote to accept the following as a public way: a portion of **GREAT POND DRIVE** from station 0+00 to station 15+00 as shown on a plan entitled "As built Subdivision Plan of Great Pond Drive", Baldpate Pond Subdivision, Phase II, Boxford MA prepared for Baldpate Pond Limited Partnership, dated October 5, 1995 by Thomas E. Neve Associates, Inc. See Definitive Subdivision Plan recorded in the Land Registration Office (at Land Court) as Plan #29220J and in the Essex South Registry of Deeds in Plan Book 291, Plan 83, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way: a portion of **GREAT POND DRIVE** from station 0+00 to station 15+00 as shown on a plan entitled "As built Subdivision Plan of Great Pond Drive" Baldpate Pond Subdivision, Phase II, Boxford MA prepared for Baldpate Pond Limited Partnership, dated October 5, 1995 by Thomas E. Neve Associates, Inc. See Definitive Subdivision Plan recorded in the Land Registration Office (at Land Court) as Plan #29220J and in the Essex South Registry of Deeds in Plan Book 291, Plan 83, including any easements appurtenant thereto.

ARTICLE 48: To see if the Town will vote to accept the following as a public way: a portion of **MEETING PLACE CIRCLE** from station 0+00 to station 4+23.49 as shown on a plan entitled "As built Subdivision Plan of Great Pond Drive", Baldpate Pond Subdivision, Phase IV, Boxford MA prepared for Baldpate Pond Limited Partnership, dated February 16, 1996 by Thomas E. Neve Associates, Inc. and recorded in the Land Registration office (at Land Court) as Plan 29220L and in the Essex South Registry of Deeds in Plan Book 297, Plan 2, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way: a portion of **MEETING PLACE CIRCLE** from station 0+00 to station 4+23.49 as shown on a plan entitled "As built Subdivision Plan of Great Pond Drive", Baldpate Pond Subdivision, Phase IV, Boxford MA prepared for Baldpate Pond Limited Partnership, dated February 16, 1996 by Thomas E. Neve Associates, Inc. and recorded in the Land Registration office (at Land Court) as Plan 29220L and in the Essex South Registry of Deeds in Plan Book 297, Plan 2, including any easements appurtenant thereto.



ARTICLE 49: To see if the Town will vote to accept the following as a public way:  
**WALKER LANE** in its entirety, from station 0+00 to station 6+71.35 as shown on a plan entitled "As built Subdivision Plan of Walker Lane", Boxford, MA prepared for Walker Development Corp., dated November 19, 1997, by Thomas E. Neve Associates, Inc. and recorded in the Essex South Registry of Deeds in Plan Book 324, Plan 21, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 49.

ARTICLE 50: To see if the Town will vote to amend **Section VI of the Boxford Zoning Bylaw** as follows:

- 1) In Section **VI.I.3** change the Heading on the right hand column to read as follows:  
  
"Maximum Number of Building Permits for New Dwellings Per Year, Beginning with the Filing Date with the Registry of Deeds of the Definitive Subdivision Plan."
- 2) Add the following sentence after the phasing table in Section **VI.I.3**:  
  
"The phasing schedule shall be set forth on the Definitive Recorded Subdivision Plan;" or take any other action thereon.

Explanation: These changes will allow the Inspector of Buildings to monitor the phasing more easily.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend **Section VI of the Boxford Zoning Bylaw** as follows:

- 1) In Section **VI.I.3** change the Heading on the right hand column to read as follows:  
  
"Maximum Number of Building Permits for New Dwellings Per Year, Beginning with the Filing Date with the Registry of Deeds of the Definitive Subdivision Plan."
- 2) Add the following sentence after the phasing table in **Section VI.I.3**:  
  
"The phasing schedule shall be set forth on the Definitive Recorded Subdivision Plan."  
A 2/3 vote was required.  
The Planning Board has held the appropriate hearings.

The Planning Board has held the appropriate hearings for Articles 51 to 57.

ARTICLE 51: To see if the Town will vote to replace **Section V.A.13, Paragraph C of the Boxford Zoning Bylaw** with the following:

"**Apartment Size:** The maximum floor size of an accessory apartment shall not exceed the lesser of 1000 square feet or 25% of the habitable area of the principal dwelling, as determined at the time of the Special Permit request. Habitable area is defined as finished, heated living space;"

or take any other action thereon.

Explanation: This change will maintain the integrity of the concept of "Accessory" apartment and clarify the manner in which the area calculation is made.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to replace **Section V.A.13, Paragraph C of the Boxford Zoning Bylaw** with the following:

**"Apartment Size:** The maximum floor size of an accessory apartment shall not exceed the lesser of 1000 square feet or 25% of the habitable area of the principal dwelling, as determined at the time of the Special Permit request. Habitable area is defined as finished, heated living space."

A 2/3 vote was required.

**ARTICLE 52:** To see if the Town will vote to amend a portion of **Section V.A.11.a of the Boxford Zoning Bylaw** as follows:

From: "Thirty (30) feet from the street"

To: "Thirty (30) feet from the front lot line"; or take any other action thereon.

Explanation: This change will eliminate confusion in measuring set backs.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend a portion of **Section V.A.11.a of the Boxford Zoning Bylaw** as follows:

From: "Thirty (30) feet from the street"

To: "Thirty (30) feet from the front lot line."

**ARTICLE 53:** To see if the Town will vote to amend a portion of **Section VI.B.5a of the Boxford Zoning Bylaw** as follows:

From: "Fifty (50) feet from the street line"

To: "Fifty (50) feet from the front lot line;"

or take any other action thereon.

Explanation: This change will eliminate confusion in measuring set backs.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend a portion of **Section VI.B.5a of the Boxford Zoning Bylaw** as follows:

From: "Fifty (50) feet from the street line"

To: "Fifty (50) feet from the front lot line."

**ARTICLE 54:** To see if the Town will vote to amend a portion of **Section VI.B.5.c of the Boxford Zoning Bylaw** as follows:

From: "Two hundred (200) feet of the street line"

To: "Two hundred (200) feet of the front lot line;"

or take any other action thereon.

Explanation: This change will eliminate confusion in measuring set backs.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend a portion of **Section VI.B.5.c of the Boxford Zoning Bylaw** as follows:

From: "Two hundred (200) feet of the street line"

To: "Two hundred (200) feet of the front lot line."

**ARTICLE 55:** To see if the Town will vote to amend a portion of **Section VI.C of the Boxford Zoning Bylaw** as follows:

From: "Fifty (50) feet from the street line"

To: "Fifty (50) feet from the front lot line;" or take any other action thereon.

**Explanation:** This change will eliminate confusion in measuring set backs.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend a portion of **Section VI.C of the Boxford Zoning Bylaw** as follows:

From: "Fifty (50) feet from the street line"

To: "Fifty (50) feet from the front lot line."

**ARTICLE 56:** To see if the Town will vote to replace a portion of **Section IX, Paragraph B.1 of the Boxford Zoning Bylaw** to read as follows:

"1. Application for Permit. Any application for a new or altered use of land or structure shall be accompanied by a specific reference to the subject lot as recorded in the Registry of Deeds and plans of the lot, drawn to scale, showing the entire recorded ownership, all existing structures, all abutting streets, and the exact area and boundaries of the parcel assigned to the subject use";  
or take any other action thereon.

**Explanation:** Rewording the paragraph as shown will ensure that the Building Inspector sees all actual recorded plans before issuing a permit.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to replace a portion of **Section IX, Paragraph B.1 of the Boxford Zoning Bylaw** to read as follows:

"1. Application for Permit. Any application for a new or altered use of land or structure shall be accompanied by a specific reference to the subject lot as recorded in the Registry of Deeds and by a plan of the lot, drawn to scale, showing the entire recorded ownership, all existing structures, all abutting streets, and the exact area and boundaries of the parcel assigned to the subject use."

**ARTICLE 57:** To see if the Town will vote to replace Section VI.H of the Boxford Zoning Bylaw with the following new section:

## "H. Site Plans

For the purpose of (1) reasonably protecting the legitimate interests of adjoining property owners and occupants, (2) ensuring the most advantageous use of all properties, and (3) administering the provisions of this bylaw relating to parking and loading spaces, no permit shall be issued for any new building or structure in a Business, Manufacturing, Industrial Official, or Open Space District; nor for an addition to or alteration of an existing building for commercial use in any district; nor for any new building or structure in an Elderly Housing District until a site plan, prepared by a professional architect, engineer, or landscape architect, has been approved for a Special Permit by the Board of Appeals. Prior to the grant of any such Special Permit, the Board of Appeals shall refer such plans to the Inspector of Buildings, and to the Planning Board, for their respective review and recommendation.

The Site Plan shall provide for:

- a) Compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, and all other provisions of this bylaw;
- b) convenience and safety of vehicular and pedestrian movement on the site, and for the location of the driveway openings in relation to street traffic;
- c) convenience and safety of vehicular and pedestrian movement off the site, if vehicular and pedestrian traffic off site can reasonably be expected to be substantially affected by on site changes;
- d) adequacy as to the arrangement and, where not herein specified, the number of parking and loading spaces in relation to the proposed uses of the premises;
- e) arrangement, design and appearance of proposed buildings, structures, free standing signs, screening and landscaping;
- f) adequacy of water supply, method(s) of waste disposal, surface and subsurface drainage and lighting;
- g) to the extent that any change on site can reasonably be expected to substantially affect the neighborhood adjacent to the site, the Board of Appeals shall impose such restrictions as are reasonably related to mitigating any such negative impact. In assessing potential negative impact on the adjacent neighborhood, the Board of Appeals shall consider all of the factors set forth in subsections a-f hereof, as well as the potential for increased litter, noise or light pollution;
- h) the Planning Board may from time to time adopt rules prescribing reasonable minimum regulations under this section;



Site plans shall include existing and proposed: (a) boundaries; (b) structures; (c) parking and loading spaces; (d) driveways and driveway openings; (e) service areas and other open areas; (f) facilities for lighting, for water supplies, for sewage, refuse and other waste disposal, for drainage, for screening, and (g) landscape features; or take any other action thereon.

Explanation: This new wording will better define site plan requirements.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to replace Section VI.H of the Boxford Zoning Bylaw with the following new section:

"H. Site Plans

For the purpose of (1) reasonably protecting the legitimate interests of adjoining property owners and occupants, (2) ensuring the most advantageous use of all properties, and (3) administering the provisions of this bylaw relating to parking and loading spaces, no permit shall be issued for any new building or structure in a Business, Manufacturing, Industrial Official, or open Space District; nor for an addition to or alteration of an existing building for commercial use in any district; nor for any new building or structure in an Elderly Housing District until a site plan, prepared by a professional architect, engineer, or landscape architect, has been approved for a Special Permit by the Board of Appeals. Prior to the grant of any such Special Permit, the Board of Appeals shall refer such plans to the Inspector of Buildings, and to the Planning Board, for their respective review and recommendation.

The Site Plan shall provide for:

- a) Compliance with the requirements for parking and loading spaces, for lot size, frontage, yards and heights and coverage of buildings, and all other provisions of this bylaw;
- b) convenience and safety of vehicular and pedestrian movement on the site, and for the location of the driveway openings in relation to street traffic;
- c) convenience and safety of vehicular and pedestrian movement off the site, if vehicular and pedestrian traffic off site can reasonably be expected to be substantially affected by on site changes;
- d) adequacy as to the arrangement and, where not herein specified, the number of parking and loading spaces in relation to the proposed uses of the premises;
- e) arrangement, design and appearance of proposed buildings, structures, free standing signs, screening and landscaping;

- f) adequacy of water supply, method(s) of waste disposal, surface and subsurface drainage and lighting;
- g) to the extent that any change on site can reasonably be expected to substantially affect the neighborhood adjacent to the site, the Board of Appeals shall impose such restrictions as are reasonably related to mitigating any such negative impact. In assessing potential negative impact on the adjacent neighborhood, the Board of Appeals shall consider all of the factors set forth in subsections a-f hereof, as well as the potential for increased litter, noise or light pollution;
- h) the Planning Board may from time to time adopt rules prescribing reasonable minimum regulations under this section;

Site plans shall include existing and proposed: (a) boundaries; (b) structures; (c) parking and loading spaces; (d) driveways and driveway openings; (e) service areas and other open areas; (f) facilities for lighting, for water supplies, for sewage, refuse and other waste disposal, for drainage, for screening, and (g) landscape features

ARTICLE 58: To see if the Town will vote to authorize the Selectmen to sign a release deed to extinguish the Trail Easement set forth in a document dated November 8, 1995, Jennifer Snider, et. al., recorded in the Essex South District Registry of Deeds in Book 13273, Page 547 (as confirmed in Book 13360, Page 460) and referenced in the Affidavit dated October 20, 1997, executed by Patricia Shields and recorded with the Essex South District Registry of Deeds in Book 14470, Page 432; or take any other action thereon.

Explanation: The aforementioned trail easement has never been utilized by the Town and, in fact, has been replaced by a subsequent relocated trail easement.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the Selectmen to sign a release deed to extinguish the Trail Easement set forth in a document dated November 8, 1995, Jennifer Snider, et. al., recorded in the Essex South District Registry of Deeds in Book 13273, Page 547 (as confirmed in Book 13360, Page 460) and referenced in the Affidavit dated October 20, 1997, executed by Patricia Shields and recorded with the Essex South District Registry of Deeds in Book 14470, Page 432.

ARTICLE 59: To see if the Town will vote to amend Article 12 of the General Bylaws (**The WETLANDS BYLAW** as printed in this Warrant); or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the new paragraph to be added to Section 4 by replacing the words "by unanimous vote of Commission members", with "by a two-thirds majority vote of the Commission members present."

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend **Article 12** of the General Bylaws, the **WETLANDS BYLAW** as follows:

## Section 2 Jurisdiction

***Revise paragraph:***

Except as permitted by the Commission or as provided by this bylaw, no person shall commence to remove, fill, dredge, build upon, degrade, discharge into, or otherwise alter the following resource areas: any freshwater wetlands; marshes; wet meadows; bogs; swamps; lakes; ponds; rivers; streams; creeks; banks; beaches; vernal pools; large isolated wetlands; lands within 100 feet of any of the aforesaid resource areas; lands under water bodies; lands subject to flooding or inundation by groundwater or surface waters; land within 100 feet of said land subject to flooding or inundation; riverfront area as stated in Wetlands Protection Act Regulations 310 CMR 10.58 (2), as they may be amended; (collectively the "resource areas protected by this bylaw"). Said resource areas shall be protected whether or not they border surface waters.

**Section 3 Exceptions**

***Add new paragraph:***

The application and permit required by this bylaw shall not be required for forestry activities when said activities have received approval by the Massachusetts Department of Environmental Management via an approved Forest Cutting Plan under the authority of the Massachusetts Forest Cutting Practices Act (MGL Chapter 132, Section 40-46) and only when said Forest Cutting Plan complies in all respects with the Massachusetts Forest Cutting Practices Regulations (304 CMR 11.00) as they may be from time to time amended.

***Add new paragraph:***

The application and permit required by this bylaw shall not be required for agricultural activities that comply in all respects with the definitions and requirements in Wetlands Protection Act Regulations 310 CMR 10.04 Agriculture (a) Land in agricultural use; and one or more of the following: 310 CMR 10.04 Agriculture (b) Normal maintenance of land in agricultural use 1 through 12; or 310 CMR 10.04 Agriculture (c) Normal improvement of land in agricultural use, as they may be from time to time amended.

**Section 4 Application for Permits and requests for Determination of Applicability**

***Revise paragraph:***

At the time of a permit application (Notice of Intent), Request for Determination of Applicability, application for an Amendment to the Order of Conditions, application for Certificate of Compliance, application for Partial Certificate of Compliance, or request for Extension Permit), the applicant shall pay a filing fee specified in Regulations of the Commission. The fee is in addition to that required, if any, by the Wetlands Protection Act, MGL Chapter 131, Section 40, and Regulations 310 CMR 10.00, as they may be amended.

***Add following new paragraph after the present fourth paragraph:***

In an appropriate case, a person may request in writing that the Commission review a minor activity proposed within a wetland resource area or buffer zone for a Determination of Negligible Impact. The Commission shall review the request at a public meeting within 21 days from receipt of the request. In order to approve the request, the Commission must find that the proposed activity will have negligible or no impact on the wetland resource area or buffer zone. A request for a Determination of Negligible Impact is decided upon at the sole

discretion of the Commission, can be denied for good cause including failure to submit information requested by the Commission, and can only be approved by a two-thirds majority vote of the Commission members present. A letter shall be sent informing the applicant of the Commission's decision within 21 days of the decision.

Section 5 Public Notice and Hearings

*Revise fifth paragraph:*

The Commission shall conduct a public hearing or meeting on any application or Request for Determination of Applicability, with written notice given at the expense of the applicant at least five business days prior to the hearing or meeting . . . . . (rest of paragraph unchanged).

Section 6 Permits, Determinations, and Conditions

*Revise second paragraph:*

The Commission is empowered to deny a permit for failure to meet the requirements of this bylaw; for failure to submit necessary information and plans requested by the Commission; for failure to meet the design specifications, performance standards, and other requirements in the regulations of the Commission; for failure to avoid or present unacceptable significant or cumulative effects upon the resource area values protected by this bylaw;..... (rest of paragraph unchanged).

*Add to end of third paragraph:*

Notwithstanding the above, a permit may contain requirements which shall be enforceable for a stated number of years, indefinitely, or until permanent protection is in place, and shall apply to all owners of the land.

Section 7 Regulations

*Revise paragraph:*

After public notice and public hearing, the Commission shall promulgate rules and regulations to effectuate the purposes of this bylaw effective when voted and filed with the town clerk.

*Add paragraph:*

At a minimum these regulations shall determine key terms in this bylaw not inconsistent with the bylaw. These regulations shall also determine procedures governing the amount and filing of fees.

Section 8 Definitions

*Revise paragraph:*

Mean Annual High-Waterline shall be as defined in Wetlands Protection - Act Regulations 310 CMR 10.58 (2) , as they may be amended.



*Revise paragraph:*

Riverfront Area is defined in Wetlands Protection Act Regulations 310 CMR 10 58 (2), as they may be amended.

#### Section 10 Enforcement

*Revise sixth paragraph:*

Any person who violates any provision of this bylaw or regulations thereunder, or any permits, Enforcement order or violation Notice of the Commission or of the Conservation Administrator issued thereunder, shall be punished by a fine of not more than \$300. Each day or portion thereof during which a violation continues, or unauthorized fill or other alteration remains in place, shall constitute a separate offense, and each provision of the bylaw, regulations, or permit, Enforcement Order of Violation Notice violated shall constitute a separate offense.

*Revise heading in last column of table as follows:*

Non-Compliance with an Order of Conditions, or Enforcement Order or Violation Notice

#### Section 11 Burden of Proof

*Revise paragraph:*

The applicant for a permit shall have the burden of proving by a preponderance of the credible evidence that the work proposed in the permit application will not have adverse significant or cumulative effect upon the resource area values protected by this bylaw.

#### Section 14 Fee Schedule

*Add after the second sentence:*

The Commission may waive the filing fee, consultant fee, and costs and expenses for a permit application or Request for Determination of Applicability filed by a government agency or non-profit organization.

#### Section 15 Wetlands Identification

*Revise paragraph:*

Wetlands Resource Areas and their boundaries shall be identified and delineated as specified in this Bylaw and/or promulgating Regulations. Bordering Vegetated Wetland shall be further delineated as specified in Wetlands Protection Act Regulations 310 CMR 10.55 (2) c., as they may be amended.

*Delete:*

Where appropriate, the commission may use additional criteria for identifying wetland and wetland boundaries including, but not limited to soil type.

ARTICLE 60: To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$100,000 to fund a Reserve Fund; said funds to be spent under the direction of the Finance Committee; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$100,000 to fund a Reserve Fund; said funds to be spent under the direction of the Finance Committee.

Finance Committee recommended adoption of this article.

ARTICLE 61: To see if the Town will vote to appropriate the sum of \$305,523 for highway maintenance and construction in anticipation of state aid allotment, said monies predicated on the receipt of an authorized M.A.#; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 61.

ARTICLE 62: To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by unanimous vote, to dissolve this Annual Town Meeting at 11:22 p.m.

## SPECIAL TOWN MEETING

October 27, 1998

Voters of the Town of Boxford met at the Masconomet Regional High School on Tuesday, October 27, 1998. Moderator Gerald R. Johnston called the meeting to order at 7:18 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund the FY 1999 portion of the Personal Service Contract between the Town of Boxford and the **Director of Communications**; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$2,000 to fund the FY 1999 portion of the Personal Service Contract between the Town of Boxford and the **Director of Communications**.

Finance Committee recommended adoption of this article.

**ARTICLE 2.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the FY 1999 portion of the Personal Service Contract between the Town of Boxford and the **Animal Control Officer**; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$5,342 to fund the FY 1999 portion of the Personal Service Contract between the Town of Boxford and the **Animal Control Officer**.

Finance Committee recommended adoption of this article.

**ARTICLE 3.** To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to additionally fund the Fiscal Year 1999 budget of the Animal Control Officer, said funds to be expended under the direction of the Board of Selectmen; or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$3,500 to additionally fund the Fiscal Year 1999 budget of the Animal Control Officer, said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

**ARTICLE 4.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the FY 1999 portion of the Personal Service Contract between the Town of Boxford and the **Town Accountant**; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$3,833 to fund the FY 1999 portion of the Personal Service Contract between the Town of Boxford and the **Town Accountant**.

Finance Committee recommended adoption of this article.

**ARTICLE 5.** To see if the Town will vote to delete in its entirety Article 7, Section 3 of the General Bylaws of the Town.

Section 3 Swimming Pools

7-3-1 The term "family swimming Pool" as used herein shall mean a swimming pool located in the Town and used or intended to be used solely by the owner, operator, lessee, or tenant thereof and his family, and by persons invited or permitted to use it without payment or any fee or charge. (1973)

7-3-2 Every family swimming pool having a depth of eighteen inches or more shall be enclosed by a fence or wall not less than five feet high, constructed, erected, and maintained so that no person, child or adult, may pass under or through it except by opening a door or gate therein, which shall be equipped with a self-closing and self-latching device and shall be kept securely closed at all times when not in actual use. A dwelling house or accessory building may be used as part of such enclosure, and no self-closing and self-latching device shall be required on any door of a dwelling house so used. Every person in possession of land on which a family swimming pool having a depth of eighteen inches or more is situated either as owner, purchaser, mortgagee, lessee, or tenant shall cause a fence or wall to be constructed, erected, and maintained as herein provided and shall cause any door or gate to be equipped and kept closed in accordance with the provisions above. This section shall apply to every family swimming pool having a depth of eighteen inches or more and erected or installed at any time, whether before, on, or after the effective date of this bylaw. (1973) (\$50.00) (1990). Each three month period or fraction thereof of such violation shall be considered a separate offense, following notice of such violation. (1991)

7-3-3 An exception to the requirement that the swimming pool be fenced may be granted by the Board of Selectmen with the advice of abutting property owners upon the application of the party responsible for the pool for as long as it appears that by the nature of the surroundings, its siting or location, or the premises on which it is situated, it does not constitute an appreciable hazard. (1973)

or take any other action thereon.

*Explanation: The Town's by-laws require a five foot fence around swimming pools, however, they allow for exceptions to be granted. This is not in agreement with State law which requires a four foot fence and does not allow exceptions. This article would remove Town regulations and State law would apply.*

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to delete in its entirety Article 7, Section 3 of the General Bylaws of the Town.



**ARTICLE 6.** To see if the Town will vote to amend Article 7, Section 6 of the General Bylaws by adding the following (Note: additions in bold print):

7-6-1 The use of herbicides, pesticides and other toxic materials shall be prohibited on Town-Owned lands unless approved by the Board of Health and where appropriate by the Conservation Commission. **Any such approval for herbicide, pesticide or toxic material use shall require the following:**

- a) **A public hearing shall be held by the Board of Health and/or Conservation Commission on any request to use herbicides, pesticides or toxic material on Town lands. The date for such hearing(s) shall be posted at least two weeks in advance in the Town Hall and Board of Health and/or Conservation Commission office(s).**
- b) **No herbicides, pesticides or toxic materials shall be used within 100 feet of a wetlands nor within 100 feet of a well. It shall be the responsibility of the applicator of the herbicide, pesticide or toxic material to locate and flag all wells and wetlands within 100 feet of an area to be sprayed.**
- c) **No areas sprayed with herbicides, pesticides or toxic materials shall be used for recreational purposes for a period of at least 72 hours after application of a herbicide, pesticide or toxic material.**
- d) **Unless shown to be physically unfeasible, all herbicides, pesticides or toxic material shall be applied with hand spraying equipment.**
- e) **Unless shown by actual use in Boxford to be ineffective, organic and natural herbicides and pesticides shall be used.**
- f) **All abutters to an area to be sprayed with herbicides, pesticides or toxic material shall be notified no less than 48 hours in advance of application. Such notification shall include a list of all herbicides, pesticides or toxic material to be applied together with application amounts.**
- g) **Any Town Department or Committee responsible for any spraying of herbicides, pesticides or toxic material shall maintain a record of all applications, materials and amounts used, Material Safety Data Sheets and related safety and health information for a period of not less than five (5) years after application.**

Upon motion made and duly seconded, an amendment to Article 6 failed by majority voice vote.

A motion to move the question passed by majority voice vote.

Upon motion made and duly seconded, the original article failed by majority voice vote.

**ARTICLE 7.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$3,000 to fund the purchase of a personal computer with CD-ROM capability to network with existing office computers, with related hardware and software, for the Selectmen's Office, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$3,000 to fund the purchase of a personal computer with CD-ROM capability to network with existing office computers, with related hardware and software, for the Selectmen's Office, said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

Computer Study Committee recommended adoption of this article.

**ARTICLE 8.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$4,000 to fund the purchase of a portable computer to network with existing office equipment, with related hardware and software, for the Board of Health Office, said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$4,000 to fund the purchase of a portable computer to network with existing office equipment, with related hardware and software, for the Board of Health Office, said funds to be expended under the direction of the Board of Health.

Finance Committee recommended adoption of this article.

Computer Study Committee recommended adoption of this article.

**ARTICLE 9.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$5,000 to fund the purchase of two computer workstations and one color printer, with related hardware and software, for the Boxford Town Libraries, said funds to be expended under the direction of the Board of Library Trustees; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 9.

**ARTICLE 10.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$10,400 to fund independent audits of the Town's financial statements for FY 1997 and FY 1998, said funds to be expended by the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$10,400 to fund independent audits of the Town's financial statements for FY 1997 and FY 1998, said funds to be expended by the Board of Selectmen.

Finance Committee recommended adoption of this article.

**ARTICLE 11.** To see if the Town will vote to transfer from available funds an additional sum of \$3,000 for the purpose of providing Senior Citizen Real Estate Tax Payment Vouchers for services rendered on behalf of various Town departments, pursuant to an agreement to be formulated by the Council on Aging and approved by the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash an additional sum of \$3000 for the purpose of providing Senior Citizen Real Estate Tax Payment Vouchers for services rendered on behalf of various Town departments, pursuant to an agreement to be formulated by the Council on Aging and approved by the Board of Selectmen.

Finance Committee recommended adoption of this article.

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$8,400 to additionally fund the Utilities/Maintenance Budget for Fiscal Year 1999, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$8,400 to additionally fund the Utilities/Maintenance Budget for Fiscal Year 1999, said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$8,200 to fund the Fiscal Year 1999 portion of the 18 month (January 1, 1999 through June 30, 2000) Cleaning Services Contract for all Town Buildings, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$8,200 to fund the Fiscal Year 1999 portion of the 18 month (January 1, 1999 through June 30, 2000) Cleaning Services Contract for all Town Buildings, said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$20,000 for the purpose of installing acoustical treatment on the ceiling and walls of the cafeteria/auditorium of the Spofford Pond School, said funds to be expended under the direction of the Boxford School Committee; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 14.

**ARTICLE 15.** To see if the Town will receive and place on file the report of the Task Force on Administrative Structure prepared for the Boxford Elementary School Committee on August 20, 1998; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to receive and place on file the report of the Task Force on Administrative Structure prepared for the Boxford Elementary School Committee on August 20, 1998.

**ARTICLE 16.** To see if the Town will vote to support the Boxford School Committee in its attempt to re-negotiate the terms of the Tri-Town Union Agreement and failing that, to support the decision of the Boxford School Committee to take all necessary steps to pursue the dissolution of the Tri-Town Superintendency Union and establish Boxford's own Elementary School Superintendency; or take any other action thereon.

Upon motion made and duly seconded, an amendment to Article 16 failed by hand count vote, 73 in favor and 171 opposed.

Upon motion made and duly seconded, it was VOTED, by majority show of hands, to support the Boxford School Committee in its attempt to re-negotiate the terms of the Tri-Town Union Agreement and failing that, to support the decision of the Boxford School Committee to take all necessary steps to pursue the dissolution of the Tri-Town Superintendency Union and establish Boxford's own Elementary School Superintendency.

Finance Committee recommended adoption of this article.

Capital Budgeting Committee did not recommend adoption of this article.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to adjourn the meeting at 11:25 p.m. to a time certain, Wednesday, October 28, at 7:15 p.m. in the Masconomet Regional High School Auditorium.

Registered voters attending the meeting were 358.



**ADJOURNED SPECIAL TOWN MEETING**  
**October 28, 1998**

Moderator Gerald R. Johnston called the second session of the Boxford Special Town Meeting to order at 7:19 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 17.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$12,019 to fund the Town's Fiscal Year 1999 share of the Federal Community Oriented Policing Services (COPS) Universal Hiring Program in order to hire an additional full time police officer, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$12,019 to fund the Town's Fiscal Year 1999 share of the Federal Community Oriented Policing Services (COPS) Universal Hiring Program in order to hire an additional full time police officer, said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

\*\*\*\*\*  
**NOTE:** At this time we expect that **Article 18** will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2 1/2 ballot question. Should the override question fail, the appropriation would be rendered null and void.  
\*\*\*\*\*

**ARTICLE 18.** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$90,000 to fund the construction/expansion of the Spofford Pond School Parking Lot - Phase I; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, a motion to amend the article by transferring the \$90,000 from Free Cash failed by hand count vote, 67 in favor and 143 opposed.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$90,000 to fund the construction/expansion of the Spofford Pond School Parking Lot - Phase I; said funds to be expended under the direction of the Board of Selectmen; said appropriation to be fully contingent upon successful passage of the related Proposition 2 1/2 ballot question.

Finance Committee recommended adoption of this article subject to successful passage of the related Proposition 2 1/2 ballot question.

Capital Budgeting Committee recommended adoption of this article subject to successful passage of the related Proposition 2 1/2 ballot question.

**ARTICLE 19.** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$8,250 to fund the Design work for the construction/expansion of the Spofford Pond Parking Lot - Phase II, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$8,250 to fund the Design work for the construction/expansion of the Spofford Pond Parking Lot - Phase II, said funds to be expended under the direction of the Board of Selectmen.

Finance Committee recommended adoption of this article.

**ARTICLE 20.** To see if the Town will vote to rescind its prior action at the Annual Town Meeting, May 13, 1998, Article 3, and appropriate the following new sums to fund the Roadside Collection Solid Waste and Recycling Enterprise Fund for Fiscal Year 1999, said funds to be expended under the direction of the Board of Health:

Expenses, Contract	300,000
Expenses, Sticker Printing	4,200
Expenses, Bulldozer Operation	20,000
Miscellaneous	<u>7,000</u>
<b>TOTAL</b>	<b>331,200</b>

and that \$331,200 be raised as follows:

- \$221,200 to be raised from the enterprise fund receipts,
- \$ 60,000 be transferred from retained earnings,
- \$ 50,000 to be transferred from free cash;

or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to rescind the Town's prior action at the Annual Town Meeting, May 13, 1998, Article 3, and appropriate the following new sums to fund the Roadside Collection Solid Waste and Recycling Enterprise Fund for Fiscal Year 1999, said funds to be expended under the direction of the Board of Health:

Expenses, Contract	300,000
Expenses, Sticker Printing	4,200
Expenses, Bulldozer Operation	20,000
Miscellaneous	<u>7,000</u>
<b>TOTAL</b>	<b>331,200</b>

and that \$331,200 be raised as follows:

- \$221,200 to be raised from the enterprise fund receipts,

\$ 60,000 be transferred from retained earnings,  
\$ 50,000 to be transferred from free cash.

Finance Committee recommended adoption of this article.  
Capital Budgeting Committee rated this expenditure a "High Priority."

**ARTICLE 21.** To see if the Town will vote to rescind the action taken at the Annual Town Meeting, May 13, 1998, Article 2, and set a new annual curbside solid waste collection fee at \$2.00 per 32 gallon bag or container (each use) commencing January 1, 1999, said fee to fund the town wide curbside collection service and related expenses for Fiscal Year 1999; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to rescind the action taken at the Annual Town Meeting, May 13, 1998, Article 2, and set a new annual curbside solid waste collection fee at \$2.00 per 32 gallon bag or container (each use) commencing January 1, 1999, said fee to fund the town wide curbside collection service and related expenses for Fiscal Year 1999.

Finance Committee recommended adoption of this article.

**ARTICLE 22.** To see if the Town will vote to add the following new section to the General Bylaws as follows:

### **Article Three - Appointed Officers and Boards**

#### **Section 14 Land Committee**

3-14-1 A Land Committee consisting of five members shall be established. Members of the Land Committee shall be appointed as follows:

One member selected by and from the Planning Board and appointed by the Selectmen.

One member selected by and from the Conservation Commission and appointed by the Selectmen.

One member selected by and from the Finance Committee and appointed by the Selectmen.

Two members to be selected and appointed by the Selectmen.

It is desirable that at least one member of the Land Committee have professional experience in the field of commercial real estate financing and/or acquisition.

3-14-2 Members shall be appointed for a term of three years. Initially, however, the members shall be appointed by the Selectmen as follows: One Selectmen's appointee to a one year term; two members, one from the Finance Committee and one from the Conservation Commission, to two year terms; and two members, one from the Planning Board and one Selectmen's appointee, to three year terms.

3-14-3 The Land Committee shall function as follows:

A) All potential acquisitions of land, improved or unimproved, by the Town for conservation or municipal needs, will be referred to the Board of Selectmen. The Board of Selectmen and the Land Committee will jointly determine whether the potential transaction fits within the Town's long range priorities and plans, and will outline the required due diligence process. If approved, the Land Committee shall be involved in all phases of the proposed acquisition from this point on.

B) The Land Committee will obtain from the owner, or from other available sources as may be necessary, all pertinent information regarding the real estate in question. The Land Committee will perform a due diligence process, as required, for each potential acquisition. This due diligence will consist of, but is not limited to, appraisal(s) by an independent licensed appraiser, and land use plan by a registered engineer, as reviewed by the Planning Board and Conservation Commission. A title search and an environmental profile study may be required as specified in section D below. Other steps may be added at the discretion of the Land Committee, as deemed necessary. The Board of Selectmen and the Land Committee may agree to waive or modify these requirements depending on the particular real estate involved.

C) The Land Committee will render written and oral recommendations to the Selectmen, with copies to the Finance Committee, Planning Board, Conservation Commission, and Capital Budgeting Committee. The report will be submitted in a timely manner, providing adequate time for review and recommendation prior to potential Town action. The Land Committee's report will include the reasons for said recommendation and shall include a review of all appraisals and data supporting such appraisals, and any other information deemed necessary by the Land Committee.

D) If the Town votes to acquire land recommended by the Land Committee, the Board of Selectmen will authorize the Land Committee to purchase services to conduct an examination of the record title. The Board of Selectmen will also authorize the Land Committee to purchase services to conduct an environmental profile study (i.e., Chapter 21E), when it is deemed necessary by the Land Committee and the Board of Selectmen, to ensure the satisfactory condition of the property before authorizing the acquisition of the real estate in question.

E) The Land Committee will request an annual budget which will be used in part to cover the cost of appraisals, title searches, and environmental studies as specified above, and for any other services necessary to carry out its obligations as set forth in this bylaw. The Land Committee, when authorized by the Board of Selectmen, will have the authority to contract for such services.

F) The Land Committee will report its activities to the Board of Selectmen on a regular basis, or as requested by the Board of Selectmen.

G) The Land Committee shall schedule, post and conduct meetings in accordance with MGL Chapter 39, Section 23B, the so-called "open meeting law." Written minutes shall be taken, a copy of which shall be made available in the Selectmen's Office.



Upon motion made and duly seconded, an amendment to delete the last sentence in 3-14-3, Paragraph B, was defeated by a hand count vote, 80 in favor and 82 opposed.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to add the following new section to the General Bylaws as follows:

### **Article Three - Appointed Officers and Boards**

#### **Section 14 Land Committee**

3-14-1 A Land Committee consisting of five members shall be established. Members of the Land Committee shall be appointed as follows:

One member selected by and from the Planning Board and appointed by the Selectmen.

One member selected by and from the Conservation Commission and appointed by the Selectmen.

One member selected by and from the Finance Committee and appointed by the Selectmen.

Two members to be selected and appointed by the Selectmen.

It is desirable that at least one member of the Land Committee have professional experience in the field of commercial real estate financing and/or acquisition.

3-14-2 Members shall be appointed for a term of three years. Initially, however, the members shall be appointed by the Selectmen as follows: One Selectmen's appointee to a one year term; two members, one from the Finance Committee and one from the Conservation Commission, to two year terms; and two members, one from the Planning Board and one Selectmen's appointee, to three year terms.

3-14-3 The Land Committee shall function as follows:

A) All potential acquisitions of land, improved or unimproved, by the Town for conservation or municipal needs, will be referred to the Board of Selectmen. The Board of Selectmen and the Land Committee will jointly determine whether the potential transaction fits within the Town's long range priorities and plans, and will outline the required due diligence process. If approved, the Land Committee shall be involved in all phases of the proposed acquisition from this point on.

B) The Land Committee will obtain from the owner, or from other available sources as may be necessary, all pertinent information regarding the real estate in question. The Land Committee will perform a due diligence process, as required, for each potential acquisition. This due diligence will consist of, but is not limited to, appraisal(s) by an independent licensed appraiser, and land use plan by a registered engineer, as reviewed by the Planning Board and Conservation Commission. A title search and an environmental profile study may be required as specified in section D below. Other steps may be added at the discretion of the Land Committee, as deemed necessary. The Board of Selectmen and the

Land Committee may agree to waive or modify these requirements depending on the particular real estate involved.

C) The Land Committee will render written and oral recommendations to the Selectmen, with copies to the Finance Committee, Planning Board, Conservation Commission, and Capital Budgeting Committee. The report will be submitted in a timely manner, providing adequate time for review and recommendation prior to potential Town action. The Land Committee's report will include the reasons for said recommendation and shall include a review of all appraisals and data supporting such appraisals, and any other information deemed necessary by the Land Committee.

D) If the Town votes to acquire land recommended by the Land Committee, the Board of Selectmen will authorize the Land Committee to purchase services to conduct an examination of the record title. The Board of Selectmen will also authorize the Land Committee to purchase services to conduct an environmental profile study (i.e., Chapter 21E), when it is deemed necessary by the Land Committee and the Board of Selectmen, to ensure the satisfactory condition of the property before authorizing the acquisition of the real estate in question.

E) The Land Committee will request an annual budget which will be used in part to cover the cost of appraisals, title searches, and environmental studies as specified above, and for any other services necessary to carry out its obligations as set forth in this bylaw. The Land Committee, when authorized by the Board of Selectmen, will have the authority to contract for such services.

F) The Land Committee will report its activities to the Board of Selectmen on a regular basis, or as requested by the Board of Selectmen.

G) The Land Committee shall schedule, post and conduct meetings in accordance with MGL Chapter 39, Section 23B, the so called "open meeting law." Written minutes shall be taken, a copy of which shall be made available in the Selectmen's Office.

Finance Committee recommended adoption of this article.

**ARTICLE 23.** To see if the Town will vote to add the following new section to the General Bylaws as follows:

### **Article Three - Appointed Officers and Boards**

#### **Section 15 Computer Management Committee**

3-15-1 A Computer Management Committee consisting of five members shall be established. Members shall be appointed by the Selectmen for terms of three years, except that initially the terms of appointment shall be determined by the Selectmen, so that one member so appointed shall initially have a one year appointment, two members so appointed shall have a two year appointment, and two members so appointed shall initially have a three-year appointment.

3-15-2 The Computer Management Committee reporting to the Board of Selectmen is charged as follows:

A) All computer related requests for special warrant articles or any computer related purchases shall be submitted first to the Computer Management Committee for review and consultation with the requesting Committee, board or department. The request shall be submitted in a timely with the requesting committee, board or department. The request shall be submitted in a timely manner so as to allow adequate time for review and discussion between the requester and the Computer Management Committee.

The Board of Selectmen shall require that the requesting board, committee or department and Computer Management Committee agree as to the configuration and specifications prior to purchase of said items.

B) The Committee will request an annual budget to be used in part to cover the cost of Town-wide service and training as may be necessary.

C) The Committee will report its activities to the Town and Board of Selectmen yearly, or as requested by the Board of Selectmen.

The Computer Management Committee shall schedule, post and conduct meetings in accordance with the Massachusetts General Laws; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend section A of 3-15-2 by deleting the words "with the requesting committee, board or department. The request shall be submitted in a timely" (which appeared twice in the paragraph).

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to add to the second paragraph of section A of 3-15-2 the following sentence, "The Computer Management Committee's recommendation for or against the board's, committee's or department's purchase must be reported in the warrant article or purchase request;" and to insert the words "work in good faith to" between the words "Computer Management Committee" and "agree" in the first sentence of the same paragraph.

Upon motion made and duly seconded, it was VOTED, by majority voice vote to add the following new section to the General Bylaws as follows:

**Article Three - Appointed Officers and Boards**

**Section 15 Computer Management Committee**

3-15-1 A Computer Management Committee consisting of five members shall be established. Members shall be appointed by the Selectmen for terms of three years, except that initially the terms of appointment shall be determined by the Selectmen, so that one member so appointed shall initially have a one year

appointment, two members so appointed shall have a two year appointment, and two members so appointed shall initially have a three-year appointment.

3-15-2 The Computer Management Committee reporting to the Board of Selectmen is charged as follows:

A) All computer related requests for special warrant articles or any computer related purchases shall be submitted first to the Computer Management Committee for review and consultation with the requesting committee, board or department. The request shall be submitted in a timely manner so as to allow adequate time for review and discussion between the requester and the Computer Management Committee.

The Board of Selectmen shall require that the requesting board, committee or department and Computer Management Committee work in good faith to agree as to the configuration and specifications prior to purchase of said items. The Computer Management Committee's recommendation for or against the board's, committee's or department's purchase must be reported in the warrant article or purchase request.

B) The Committee will request an annual budget to be used in part to cover the cost of Town-wide service and training as may be necessary.

C) The Committee will report its activities to the Town and Board of Selectmen yearly, or as requested by the Board of Selectmen.

The Computer Management Committee shall schedule, post and conduct meetings in accordance with the Massachusetts General Laws.

Finance Committee recommended adoption of this article.

**ARTICLE 24.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$7,500 to fund costs associated with altering a current landfill drainage system at the Boxford Sanitary Landfill, said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 24.

**ARTICLE 25.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$75,000 to fund costs associated with engineering services for a closure plan and to conduct a risk evaluation and assessment analysis for the Boxford Sanitary Landfill, said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$75,000 to fund costs associated with engineering services for a closure plan and to



conduct a risk evaluation and assessment analysis for the Boxford Sanitary Landfill, said funds to be expended under the direction of the Board of Health.

Finance Committee recommended adoption of this article.  
Capital Budgeting Committee rated this article "essential."

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**NOTE:** At this time we expect that **Article 26** debt appropriation will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2 1/2 ballot question. Should the override question fail, the appropriation would be rendered null and void.

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**ARTICLE 26.** To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow through notes or bond, a sum of money for costs associated with the closure of the Boxford Sanitary Landfill; said funds to be expended under the direction of the Board of Health, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate the sum of \$1,050,000 for costs associated with the closure of the Boxford Sanitary Landfill; said funds to be expended under the direction of the Board of Health, and that to raise this appropriation, the Town Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,050,000 under and pursuant to Chapter 44, section 8(24), of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor, this appropriation to be fully contingent upon successful passage at a Town election of a Proposition 2 1/2 ballot question.

Finance Committee recommended adoption of this article subject to successful passage of the related Proposition 2 1/2 ballot question.

Capital Budgeting Committee rated this article "essential" and recommended the same as the Finance Committee.

**ARTICLE 27.** To see if the Town will vote to appropriate the sum of \$321,266 for highway maintenance and construction in accordance with Chapter 11 Section 2B, Acts of 1997, (M O A #37226); or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate the sum of \$321,266 for highway maintenance and construction in accordance with Chapter 11 Section 2B, Acts of 1997, (M O A #37226).

Finance Committee recommended adoption of this article.

The Planning Board has held the appropriate hearings on the following five articles.

**ARTICLE 28.** To see if the Town will vote to accept the following as a public way:

**ARROWHEAD FARMS ROAD** in its entirety from station 00+00 to station 24+89.01 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to accept the following as a public way:

**ARROWHEAD FARMS ROAD** in its entirety from station 00+00 to station 24+89.01 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto.

**ARTICLE 29.** To see if the Town will vote to accept the following as a public way:

**FOREST LANE** in its entirety from station 00+00 to station 24+64.24 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way:

**FOREST LANE** in its entirety from station 00+00 to station 24+64.24 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto.

**ARTICLE 30.** To see if the Town will vote to accept the following as a public way:

**SEDGEWICK LANE** in its entirety from station 00+00 to station 5+12.59 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way:

**SEDGEWICK LANE** in its entirety from station 00+00 to station 5+12.59 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto.

**ARTICLE 31.** To see if the Town will vote to accept the following as a public way:

**BARNSIDE ROAD** in its entirety from station 00+00 to station 12+97 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry

of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way:

**BARNSIDE ROAD** in its entirety from station 00+00 to station 12+97 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto.

**ARTICLE 32.** To see if the Town will vote to accept the following as a public way:

**HAYMEADOW ROAD** in its entirety from station 00+00 to station 14+37.01 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following as a public way:

**HAYMEADOW ROAD** in its entirety from station 00+00 to station 14+37.01 as shown on plan "Definitive Subdivision Plan of Arrowhead Farms," Boxford, MA, prepared for Arrowhead Farms Realty Trust by Thomas E. Neve & Associates, Inc., dated November 5, 1986 and recorded in the South Essex Registry of Deeds in Plan Book 220, Plan 63, including any easements appurtenant thereto.

**ARTICLE 33.** To see if the Town will vote to approve the expenditure of \$30,000 for bond, procurement and legal expenses and \$275,000 (for a total of \$305,000) to enable the Conservation Commission to purchase a parcel of land, known as the Haynes property, **for conservation purposes** containing 4.95± acres, more or less, at the corner of Main Street and Middleton Road, Town of Boxford, shown as lots 1 and 2 on a plan of land on file with the Town Clerk prepared by Matlock Associates on January 26, 1998, further identified as a portion of the land recorded in the Registry of Deeds, County of Essex, book 12906 page 415, and further identified as a portion of the parcel shown in the records of the Boxford Assessors as Map 32, Block 3 Lot 25; said land to be conveyed to the Town under the provisions of MGL, Chapter 40, Section 8C, to be managed and controlled by the Conservation Commission, said funds to be expended from the debt authorized under Article 37 of the Boxford Annual Town Meeting, May 14, 1997; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by a greater than 2/3 voice vote, to approve the expenditure of \$30,000 for bond, procurement and legal expenses and \$275,000 (for a total of \$305,000) to enable the Conservation Commission to purchase a parcel of land, known as the Haynes property, **for conservation purposes** containing 4.95± acres, more or less, at the corner of Main Street and Middleton Road, Town of Boxford, shown as lots 1 and 2 on a plan of land on file with the Town Clerk prepared by Matlock Associates on January 26, 1998, further identified as a portion of the land recorded in the Registry of Deeds, County of Essex, book 12906 page 415, and further identified as a portion of the parcel shown in the records of the Boxford Assessors as Map 32, Block 3 Lot 25; said land to be conveyed to the Town under the provisions of MGL, Chapter 40, Section 8C, to be managed and

controlled by the Conservation Commission, said funds to be expended from the debt authorized under Article 37 of the Boxford Annual Town Meeting, May 14, 1997.

Finance Committee did not recommend adoption of this article.  
Capital Budgeting Committee did not recommend adoption of this article.

\*\*\*\*\*  
**NOTE:** At this time we expect that **Article 34** debt appropriation will be offered as a "contingent appropriation." This means that although the appropriation could be approved at the Town Meeting, that appropriation would be fully contingent upon successful passage of the related Proposition 2 1/2 ballot question. Should the override question fail, the appropriation would be rendered null and void.  
.....

**ARTICLE 34.** To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow through notes or bond, to fund the expenditure of \$30,000 for bond, procurement and legal expenses and \$400,000 (for a total of \$430,000) to enable the Town to purchase a parcel of land, known as the Haynes property, **for general municipal purposes** containing 4.95± acres, more or less, at the corner of Main Street and Middleton Road, Town of Boxford, shown as lots 1 and 2 on a plan of land on file with the Town Clerk prepared by Matlock Associates on January 26, 1998, further identified as a portion of the land recorded in the Registry of Deeds, County of Essex, book 12906 page 415, and further identified as a portion of the parcel shown in the records of the Boxford Assessors as Map 32, Block 3 Lot 25; or take any other action thereon.

Upon motion made and duly seconded, Article 34 failed, by more than a 2/3 voice vote.  
Finance Committee recommended adoption of this article  
Capital Budgeting Committee rated this article "high priority."

**ARTICLE 35.** To conduct any other business to legally come before this meeting.  
Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve this Special Town Meeting at 10:32 p.m.

Registered voters attending this meeting were 204. Counters and checkers for the meeting were appointed by Town Clerk Patricia Shields.

A true record.  
  
**ATTEST:**  
  
Patricia Shields, Town Clerk



**TO RAISE AND APPROPRIATE:**

Article 18 (Prop 2-1/2 override)                      \$ 90,000  
TOTAL TO BE RAISED AND APPROPRIATED: \$ 90,000

**APPROPRIATIONS:**

Article 20 (from Enterprise Funds                      \$ 221,200  
to Roadside Collection)  
Article 27 (for Highway Maintenance)                      321,266

**TOTAL TO BE APPROPRIATED**                      \$ 542,466

**TO BE TRANSFERRED:**

Article 1	(from Free Cash to Director of Communications)	\$ 2,000
Article 2	(from Free Cash to Animal Control Officer)	5,342
Article 3	(from Free Cash to Animal Control Officer)	3,500
Article 4	(from Free Cash to Town Accountant)	3,833
Article 7	(from Free Cash to Computers-Selectmen)	3,000
Article 8	(from Free Cash to Computers-Board of Health)	4,000
Article 10	(from Free Cash for Financial Audits)	10,400
Article 11	(from Free Cash to Council on Aging)	3,000
Article 12	(from Free Cash to Utilities/Maintenance)	8,400
Article 13	(from Free Cash to Cleaning Services)	8,200
Article 17	(from Free Cash to COPS)	12,019
Article 19	(from Free Cash to Spofford Parking - Phase II)	8,250
Article 20	(from Enterprise Fund)	60,000
	(from Free Cash to Roadside Collection)	50,000
Article 25	(from Free Cash to Sanitary Landfill)	<u>75,000</u>

**TOTAL TO BE TRANSFERRED**                      \$ 256,944

**TO GO TO BOND:**

Article 26	(for Landfill Closure) (Prop 2-1/2 override)	\$1,050,000
Article 33	(funded by Art. 37, ATM, 5/14/97)	<u>305,000</u>

**TOTAL TO BOND** **\$1,355,000**



BOXFORD ANNUAL TOWN ELECTION

TUESDAY, MAY 19, 1998

	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
<u>SELECTMAN FOR THREE YEARS</u>			
BLANKS	54	38	92
CHARLES D. LADEROUTE	147	154	301
NEIL OLANSKY	304	360	664
VINCENT PARLA	9	4	13
RICHARD TAYLOR	128	171	299
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>MODERATOR FOR ONE YEAR</u>			
BLANKS	140	128	268
GERALD R. JOHNSTON	502	599	1101
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>TOWN CLERK FOR THREE YEARS</u>			
BLANKS	132	131	263
PATRICIA SHIELDS	510	596	1106
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>BOARD COMMISSIONERS OF TRUST FUNDS FOR THREE YEARS</u>			
BLANKS	182	191	373
ALEXANDER COLBY	460	536	996
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>ASSESSOR FOR THREE YEARS</u>			
BLANKS	203	201	404
MARY MORTON	439	526	965
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>ASSESSOR FOR TWO YEARS</u>			
BLANKS	221	220	441
JOSEPH A. BARRASSO, III	421	507	928
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369

# ANNUAL TOWN ELECTION

TUESDAY, MAY 19, 1998

	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
<u>MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE FOR</u>			
<u>THREE YEARS</u>			
BLANKS	219	245	464
BARBARA WAS	423	482	905
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>SCHOOL COMMITTEE FOR THREE YEARS</u>			
BLANKS	201	226	427
ANN KNIGHT	441	501	942
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>SCHOOL COMMITTEE FOR TWO YEARS</u>			
BLANKS	258	240	498
DIANA DUSEL	384	487	871
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>BOARD OF HEALTH FOR THREE YEARS</u>			
BLANKS	269	274	543
LOUISE KRESS	373	453	826
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>TRUSTEES BOXFORD TOWN LIBRARIES FOR THREE YEARS</u>			
BLANKS	583	622	1205
HELEN MILLSTEIN	358	411	769
KATHLEEN ULMAN	372	402	774
LINDA L. FORTE	359	444	803
NANCY SANSOUCI	254	302	556
ALL OTHER	0	0	0
TOTAL VOTES	1926	2181	4107
<u>CONSTABLE EAST PARISH FOR ONE YEAR</u>			
BLANKS	184	197	381
ROBERT L. MACKAY	458	530	988
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369
<u>CONSTABLE WEST PARISH FOR ONE YEAR</u>			
BLANKS	180	151	331
DAVID A. SMALLMAN	462	576	1038
ALL OTHER	0	0	0
TOTAL VOTES	642	727	1369



# BOXFORD ANNUAL TOWN ELECTION

TUESDAY, MAY 19, 1998

	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
<u>QUESTION #1</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$195,922 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF ADDITIONALLY FUNDING THE TOWN'S SHARE OF THE MAS-COMOMET REGIONAL SCHOOL DISTRICT ASSESSMENT FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	12	6	18
YES	366	407	773
NO	264	314	578
TOTAL VOTES	642	727	1369
<u>QUESTION #2</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$11,800 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF ADDITIONALLY FUNDING SCHOOL REPAIR AND MAINTENANCE COSTS FOR THE BOXFORD ELEMENTARY SCHOOL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	15	9	24
YES	408	464	872
NO	219	254	473
TOTAL VOTES	642	727	1369
<u>QUESTION #3</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$10,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF ADDITIONALLY FUNDING THE BOXFORD PLANNING BOARD BUDGET TO PROVIDE ADDITIONAL HOURS AND INCREASED COMPENSATION FOR THE PLANNING BOARD ADMINISTRATOR FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	37	28	65
YES	298	299	597
NO	307	400	707
TOTAL VOTES	642	727	1369
<u>QUESTIONS #4</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$10,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF ADDITIONALLY FUNDING THE BOXFORD COMPUTER MANAGEMENT COMMITTEE BUDGET TO PROVIDE PROFESSIONAL SUPPORT FOR COMPUTER EQUIPMENT AND SOFTWARE FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	36	27	63
YES	314	310	624
NO	292	390	682
TOTAL VOTES	642	727	1369

# BOXFORD ANNUAL TOWN ELECTION

TUESDAY, MAY 19, 1998

	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
<u>QUESTION #5</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$10,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF ADDITIONALLY FUNDING THE BOXFORD PERSONNEL BOARD BUDGET TO PROVIDE PROFESSIONAL SUPPORT FOR REVIEW OF MUNICIPAL SALARIES AND BENEFITS FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	51	46	97
YES	182	202	384
NO	409	479	888
TOTAL VOTES	642	727	1369

<u>QUESTION #6</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$100,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING THE COMPLETION AND EXPANSION OF A PARKING LOT AT THE SPOFFORD POND SCHOOL FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	28	22	50
YES	256	276	532
NO	358	429	787
TOTAL VOTES	642	727	1369

<u>QUESTION #7</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO EXEMPT FROM THE PROVISIONS OF PROPOSITION TWO AND ONE-HALF, SO CALLED, THE AMOUNT REQUIRED TO PAY FOR THE DEBT ISSUED IN ORDER TO PAY FOR ARCHITECTUAL DESIGN AND ENGINEERING SERVICES AND TO FUND RELATED PERMITS AND EXPENSES NECESSARY TO OBTAIN THE REQUIRED APPROVALS AND PLANS FOR THE RECONSTRUCTION AND EXPANSION OF THE POLICE/COMMUNICATIONS BUILDING?			
BLANKS	25	24	49
YES	363	375	738
NO	254	328	582
TOTAL VOTES	642	727	1369

<u>QUESTION #8</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$108,122 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF PURCHASING, INSTALLING AND EQUIPPING CLASSROOM COMPUTERS, MONITORS AND PRINTERS, AND OTHER TECHNOLOGY EQUIPMENT AND WIRING INCIDENTAL THERETO FOR THE MASCONOMET REGIONAL SCHOOL DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	23	17	40
YES	369	381	750
NO	250	329	579
TOTAL VOTES	642	727	1369

# BOXFORD ANNUAL TOWN ELECTION

TUESDAY, MAY 19, 1998

	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
<u>QUESTION #9</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$54,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF PURCHASING COMPUTER AND RELATED TECHNOLOGY HARDWARE AND SOFTWARE, INCLUDING: CPU'S MONITORS, PRINTERS, SCANNERS, MODEMS, LASER DISC DEVICES, CD ROM DRIVES, WORK STATIONS AND OTHER PERIPHERALS, EQUIPMENT, SOFTWARE LICENSES AND SUPPORT, AND ALL OTHER INCIDENTAL ITEMS NECESSARY TO IMPLEMENT THE FOURTH YEAR OF A FIVE YEAR TECHNOLOGY PLAN FOR THE BOXFORD ELEMENTARY SCHOOLS FOR THE FISCAL YEAR BEGINNING JULY, 1998?			
BLANKS	24	17	41
YES	381	384	765
NO	237	326	563
TOTAL VOTES	642	727	1369

<u>QUESTION #10</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$20,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING THE REPLACEMENT OF THE POLICE/COMMUNICATION DEPARTMENT EMERGENCY POWER GENERATOR FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	29	30	59
YES	445	491	936
NO	168	206	374
TOTAL VOTES	642	727	1369

<u>QUESTION #11</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$25,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING ROAD RECONSTRUCTION AND DRAINAGE IN THE TOWN OF BOXFORD FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	30	26	56
YES	379	411	790
NO	233	290	523
TOTAL VOTES	642	727	1369

<u>QUESTION #12</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$22,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING THE COMPLETION OF THE CONSTRUCTION OF THE CHADWICK THREE SOCCER FIELD ADJACENT TO THE SPOFFORD POND SCHOOL FOR FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	23	22	45
YES	329	319	648
NO	290	386	676
TOTAL VOTES	642	727	1369

# BOXFORD ANNUAL TOWN ELECTION

TUESDAY, MAY 19, 1998

	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
<u>QUESTION #13</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$22,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING THE PURCHASE AND INSTALLATION OF A COMPUTER SYSTEM FOR THE BOXFORD FIRE DEPARTMENT FOR FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	23	18	41
YES	371	398	769
NO	248	311	559
TOTAL VOTES	642	727	1369

<u>QUESTION #14</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$6,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING THE PURCHASE OF EQUIPMENT NEEDED FOR COMPLETION OF VARIOUS NETWORKING SYSTEMS AND TO FUND RELATED INSTALLATION AND CONVERSION EXPENSES FOR TOWN OWNED COMPUTERS USED BY THE BOXFORD INSPECTIONAL SERVICES DEPARTMENT FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	32	36	68
YES	321	346	667
NO	289	345	634
TOTAL VOTES	642	727	1369

<u>QUESTION #15</u>			
SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$6,000 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF FUNDING THE PURCHASE AND INSTALLATION OF A NEW PHOTOCOPIER FOR USE BY THE BOXFORD TOWN LIBRARIES AND ITS PATRONS FOR THE FISCAL YEAR BEGINNING JULY 1, 1998?			
BLANKS	23	18	41
YES	371	398	769
NO	248	311	559
TOTAL VOTES	642	727	1369



**BOXFORD STATE PRIMARY  
DEMOCRATIC OFFICIAL RESULTS**

**TUESDAY, SEPTEMBER 15, 1998**

	PCT 1	PCT 2	TOTAL
<b>GOVERNOR</b>			
BLANKS	2	4	6
BRIAN J. DONNELLY	17	12	29
SCOTT HARSHBARGER	81	82	163
PATRICIA MCGOVERN	80	90	170
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>LIEUTENANT</b>			
BLANKS	35	39	74
DOROTHY A. KELLY GAY	73	69	142
WARREN E. TOLMAN	72	80	152
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>ATTORNEY GENERAL</b>			
BLANKS	8	8	16
LOIS G. PINES	91	94	185
THOMAS F. REILLY	81	86	167
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>SECRETARY OF STATE</b>			
BLANKS	72	65	137
WILLIAM FRANCIS GALVIN	108	123	231
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>TREASURER</b>			
BLANKS	75	69	144
SHANNON P. O'BRIEN	105	119	224
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>AUDITOR</b>			
BLANKS	80	73	153
A. JOSEPH DENUCCI	100	115	215
WRITE IN	0	0	0
TOTAL VOTES	180	188	368

**BOXFORD STATE PRIMARY  
DEMOCRATIC OFFICIAL RESULTS  
TUESDAY, SEPTEMBER 15, 1998**

	PCT 1	PCT 2	TOTAL
<b>REPRESENTATIVE IN CONGRESS</b>			
BLANKS	15	8	23
JOHN F. TIERNEY	143	157	300
DAVID A. FRANCOEUR	22	23	45
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>COUNCILLOR</b>			
BLANKS	49	51	100
PATRICIA A. DOWLING	53	66	119
MICHAEL K. CALLAHAN	18	11	29
CHRISTOPHER T. CASEY	8	8	16
MARYELLEN MANNING	37	29	66
JOHN F. MCCARTHY	15	23	38
WRITE IN	0	0	0
TOTAL VOTE	180	188	368
<b>SENATOR IN GEN COURT</b>			
BLANKS	180	188	368
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>REPRESENTATIVE IN GEN COURT</b>			
BLANKS	83	84	167
PATRICK J. MCNALLY	97	104	201
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>DISTRICT ATTORNEY</b>			
BLANKS	57	72	129
KEVIN M. BURKE	123	116	239
WRITE IN	0	0	0
TOTAL VOTES	180	188	368
<b>SHERIFF</b>			
BLANKS	46	48	94
NEIL J. HARRINGTON	62	56	118
JOHN J. HARTY	13	20	33
MICHAEL T. PHELAN	49	55	104
TEX TEIXEIRA	10	9	19
WRITE IN	0	0	0
TOTAL VOTES	180	188	368

BOXFORD STATE PRIMARY  
 DEMOCRATIC OFFICIAL RESULTS  
 TUESDAY, SEPTEMBER 15, 1998

COUNTY COMMISSIONER	PCT 1	PCT 2	TOTAL
BLANKS	64	65	129
CHRISTIE CIAMPA, JR	61	71	132
JAMES P. MAHONEY	55	52	107
WRITE IN	0	0	0
TOTAL VOTES	180	188	368

**BOXFORD STATE PRIMARY  
REPUBLICAN OFFICIAL RESULTS  
TUESDAY, SEPTEMBER 15, 1998**

	PCT 1	PCT 2	TOTAL
<b>GOVERNOR</b>			
BLANKS	8	6	14
ARGEO PAUL CELLUCCI	227	167	394
JOSEPH D. MALONE	196	191	387
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>LIEUTENANT GOVERNOR</b>			
BLANKS	27	30	57
JANET E. JEGHELIAN	205	180	385
JANE MARIA SWIFT	199	154	353
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>ATTORNEY GENERAL</b>			
BLANKS	113	107	220
BRAD BAILEY	318	257	575
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>SECRETARY OF STATE</b>			
BLANKS	113	96	209
DALE C. JENKINS, JR.	318	268	586
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>TREASURER</b>			
BLANKS	138	114	252
ROBERT A. MAGINN	293	250	543
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>AUDITOR</b>			
BLANKS	135	123	258
MICHAEL T. DUFFY	296	241	537
WRITE IN	0	0	0
TOTAL VOTES	431	364	795



**BOXFORD STATE PRIMARY  
REPUBLICAN OFFICIAL RESULTS  
TUESDAY, SEPTEMBER 15, 1998**

	PCT 1	PCT 2	TOTAL
<b>REPRESENTATIVE IN CONGRESS</b>			
BLANKS	15	9	24
PAUL MCCARTHY	121	110	231
PETER G. TORKILDSEN	295	245	540
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>COUNCILLOR</b>			
BLANKS	431	364	795
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>SENATOR IN GEN COURT</b>			
BLANKS	96	97	193
BRUCE TARR	335	267	602
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>REPRESENTATIVE IN GEN COURT</b>			
BLANKS	38	34	72
FORRESTER A. "TIM" CLARK, JR.	191	170	361
BRADFORD R. HILL	202	160	362
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>DISTRICT ATTORNEY</b>			
BLANKS	431	364	795
WRITE IN	0	0	0
TOTAL VOTES	431	364	795
<b>SHERIFF</b>			
BLANKS	68	53	121
FRANK G. COUNSINS, JR	61	35	96
CHARLES J. CHISHOLM	61	35	96
THEODORE E. HARVEY	29	40	69
WRITE IN	0	0	0
TOTAL VOTES	431	364	795

BOXFORD STATE PRIMARY  
 REPUBLICAN OFFICIAL RESULTS  
 TUESDAY, SEPTEMBER 15, 1998

	PCT 1	PCT 2	TOTAL
COUNTY COMMISSIONERS			
BLANKS	136	109	245
TIMOTHY F. SULLIVAN	295	255	550
WRITE IN	0	0	0
TOTAL VOTES	431	364	795

BOXFORD STATE ELECTION  
TUESDAY, NOVEMBER 3, 1998

<u>GOVERNOR &amp; LT GOVERNOR</u>	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
BLANKS	17	25	42
CELLUCCI & SWIFT	1157	1006	2163
HARSHBARGER & TOLMAN	498	431	929
COOK & ISRAEL	36	32	68
WRITE IN	0	3	3
TOTAL VOTES	1708	1497	3205
<u>ATTORNEY GENERAL</u>			
BLANKS	80	80	160
BRAD BAILEY	891	767	1658
THOMAS REILLY	735	649	1384
WRITE IN	2	1	3
TOTAL VOTES	1708	1497	3205
<u>SECRETARY OF STATE</u>			
BLANKS	81	87	168
WILLIAM FRANCIS GALVIN	565	489	1054
DALE C. JENKINS, JR.	1017	875	1892
DAVID L. ATKINSON	45	45	90
WRITE IN	0	1	1
TOTAL VOTES	1708	1497	3205
<u>TREASURER</u>			
BLANKS	105	116	221
BOB MAGINN	1017	845	1862
SHANNON P. O'BRIEN	547	484	1031
MERTON B. BAKER	39	51	90
WRITE IN	0	1	1
TOTAL VOTES	1708	1497	3205
<u>AUDITOR</u>			
BLANKS	131	108	239
A. JOSEPH DENUCCI	635	589	1224
MICHAEL T. DUFFY	846	690	1536
CARLA A. HOWELL	96	110	206
WRITE IN	0	0	0
TOTAL VOTES	1708	1497	3205
<u>REPRESENTATIVE IN CONGRESS</u>			
BLANKS	30	28	58
JOHN F. TIERNEY	569	503	1072
PETER G. TORKILDSEN	1049	900	1949
RANDAL C. FRITZ	60	65	125
WRITE IN	0	1	1
TOTAL VOTES	1708	1497	3205

BOXFORD STATE ELECTION  
TUESDAY, NOVEMBER 3, 1998

<u>COUNCILLOR</u>	PCT 1	PCT 2	TOTAL
BLANKS	754	639	1393
PATRICIA A. DOWLING	937	839	1776
WRITE IN	17	19	36
TOTAL VOTES	1708	1497	3205

<u>SENATOR IN GEN COURT</u>			
BLANKS	432	388	820
BRUCE E. TARR	1268	1099	2367
WRITE IN	8	10	18
TOTAL VOTES	1708	1497	3205

<u>REPRESENTATIVE IN GEN COURT</u>			
BLANKS	154	151	305
BRADFORD R. HILL	1041	879	1920
PATRICK J. MCNALLY	513	466	979
WRITE IN	0	1	1
TOTAL VOTES	1708	1497	3205

<u>DISTRICT ATTORNEY</u>			
BLANKS	698	585	1283
KEVIN M. BURKE	999	895	1894
WRITE IN	11	17	28
TOTAL VOTES	1708	1497	3205

<u>SHERIFF</u>			
BLANKS	138	123	261
FRANK G. COUSINS, JR	1051	908	1959
MICHAEL T. PHELAN	408	345	753
BRYAN DELLOLIO	22	16	38
KEVIN LEACH	87	104	191
WRITE IN	2	1	3
TOTAL VOTES	1708	1497	3205

<u>COUNTY COMMISSIONER</u>			
BLANKS	210	188	398
JAMES P. MAHONEY	331	322	653
TIMOTHY F. SULLIVAN	1166	985	2151
WRITE IN	1	2	3
TOTAL VOTES	1708	1497	3205

<u>QUESTION #1</u>			
BLANKS	CHANGING THE BASE COMPENSATION	147	99
YES	RECEIVED BY MEMBERS OF THE	1063	932
NO	LEGISLATURE.	498	466
TOTAL VOTES		1708	1497



BOXFORD STATE ELECTION  
TUESDAY, NOVEMBER 3, 1998

<u>QUESTION #2</u>	<u>PCT 1</u>	<u>PCT 2</u>	<u>TOTAL</u>
BLANKS	133	104	237
CAMPAIGN SPENDING LIMITS .			
YES	1074	892	1966
NO	501	501	1002
TOTAL VOTES	1708	1497	3205
 <u>QUESTION #3</u>			
BLANKS	120	86	206
CHANGE THE STATE INCOME TAX RATE.			
YES	1444	1272	2716
NO	144	139	283
TOTAL VOTES	1708	1497	3205
 <u>QUESTION #4</u>			
BLANKS	109	80	189
CHANGES THE STAT'S ELECTRIC UTILITY			
INDUSTRY.	1086	977	2063
YES	513	440	953
NO			
TOTAL VOTES	1708	1497	3205

**VITAL STATISTICS**  
**BOXFORD VITAL STATISTICS FOR 1998**

		<u><b>Females</b></u>	<u><b>Males</b></u>
BIRTHS	78	31	47
MARRIAGES	16		
DEATHS	35		

**NOTE:** Due to the change in the MGL, Chapter 556, Acts of 1989, the office of the Town Clerk will no longer print names of all the principals of Births, Deaths and Marriages in Boxford's Annual Report.

**LICENSES AND PERMITS**

ACCESSORY APARTMENT REGISTRATION	35	\$875.00
RAFFLE PERMITS	2	\$ 50.00

**BOXFORD DOG LICENSES - 1998**

DOG LICENSES	\$14,835.00
KENNEL LICENSES	\$ 875.00
<b>Total</b>	<b>\$15,710.00</b>



DIVISION OF FISHERIES AND WILDLIFE

1998 REPORT

66	RESIDENT FISHING	@	\$22.50 =	1485.00
1	RESIDENT MINOR FISHING	@	6.50 =	6.50
9	RESIDENT FISHING 65-69	@	11.25 =	101.25
3	RESIDENT FISHING HANDICAPPED	@	0.00 =	NONE
3	NON-RESIDENT FISHING	@	32.50 =	97.50
1	NON-RESIDENT FISHING 3-DAY	@	18.50 =	18.50
13	RESIDENT CITIZEN HUNTING	@	22.50 =	292.50
15	RESIDENT SPORTING	@	40.00 =	600.00
2	RESIDENT SPORTING 65-69	@	20.00 =	40.00
5	RESIDENT CITIZEN SPTNG. OVER 70	@	0.00 =	NONE
11	ARCHERY STAMP	@	5.10 =	56.10
16	WATERFOWL STAMP	@	5.00 =	80.00
14	PRIMITIVE FIREARMS STAMP	@	5.10 =	71.40
109	WILD. CONSER. STAMP(RESIDENT)	@	5.00 =	<u>545.00</u>
				3393.75
			FEES REMITTED	<u>61.00</u>
				3332.75





## **FINANCE**

**Accountant**

**Combined Financial Statements  
And Additional Financial Information**

**Board of Assessors**

**Finance Committee**

**Treasurer/Collector of Taxes**

**Commissioners of Trust Funds**

**Perley-Parkhurst-Cole Memorial Trust Fund**

**Guidelines for Perley-Parkhurst-Cole Application**

**Capital Budgeting Committee**

## INDEPENDENT AUDITORS' REPORT

To the Honorable Board of Selectmen  
Town of Boxford  
Boxford, Massachusetts

We have audited the accompanying general purpose financial statements of the Town of Boxford, Massachusetts, as of and for the year ended June 30, 1998, as listed in the table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The financial statements referred to above do not include the general fixed assets account group, which should be included to conform with generally accepted accounting principles. Inasmuch as the Commonwealth of Massachusetts does not require, and the Town has not capitalized, fixed assets, the amount that should be recorded in the general fixed asset account group is not known.

The financial statements referred to above do not include an estimate of compensated absences, which should be included to conform with generally accepted accounting principles. Inasmuch as the Commonwealth of Massachusetts does not require, and the Town has not calculated, compensated absences, the amount that should be recorded in the general purpose financial statements long term debt account group is not known.

In our opinion, based on our audit, except for the effect on the financial statements of the matters described in the preceding two paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Town of Boxford, Massachusetts, at June 30, 1998, and the results of its operations and cash flows of its proprietary fund types for the year then ended, in conformity with generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued a report dated January 15, 1999 on our consideration of the Town of Boxford's internal control structure over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants.

Tucci & Roselli, Certified Public Accountants – January 15, 1999

TOWN OF BOXFORD, MASSACHUSETTS  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP  
JUNE 30, 1998

	Governmental Fund Types		Fiduciary Fund Type	Proprietary Fund Type	Account Group		Combined Total (Memorandum only)
	General Fund	Special Revenue Funds	Capital Projects Funds	Trust and Agency Funds	Enterprise Fund	General Long-Term Obligations	
ASSETS:							
Cash and cash equivalents	\$2,906,572	(\$10,276)	\$122,091	\$394,240	\$74,717		\$3,487,344
Investments				420,873			420,873
Investment in Deferred Compensation Plan				776,547			776,547
Receivables:							
Property taxes	220,361						220,361
Other	181,079	56,724					237,803
Amounts to be provided for retirement of general long term obligations						\$8,580,000	8,580,000
<b>TOTAL ASSETS</b>	<u>\$3,308,012</u>	<u>\$46,448</u>	<u>\$122,091</u>	<u>\$1,591,660</u>	<u>\$74,717</u>	<u>\$8,580,000</u>	<u>\$13,722,928</u>

See notes to general purpose financial statements.

(Continued)

TOWN OF BOXFORD, MASSACHUSETTS  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUP  
JUNE 30, 1998

	Governmental Fund Types		Fiduciary Fund Type	Proprietary Fund Type	Account Group	
	General Fund	Special Revenue Funds	Capital Projects Funds	Trust and Agency Funds	Enterprise Fund	General Long-Term Obligations
<b>LIABILITIES:</b>						
Warrants and accounts payable	\$290,666				\$10,166	\$300,832
Accrued salaries and wages	17,073					17,073
Other liabilities	61,682					838,229
Deferred revenues	368,466	\$56,724		\$776,547		425,190
Allowance for abatements	5,521					5,521
Notes payable			\$1,200,000			1,200,000
Landfill closure costs						1,710,000
Bond indebtedness						6,870,000
<b>TOTAL LIABILITIES</b>	<b>743,408</b>	<b>56,724</b>	<b>1,200,000</b>	<b>776,547</b>	<b>10,166</b>	<b>11,366,845</b>
<b>FUND EQUITY (Deficit):</b>						
Reserved for:						
Encumbrances and prior year articles	610,624					610,624
Designated		(10,276)	(1,077,909)	815,113		(273,072)
Undesignated	1,953,980					1,953,980
Retained earnings					64,551	64,551
<b>TOTAL FUND EQUITY (Deficit)</b>	<b>2,564,604</b>	<b>(10,276)</b>	<b>(1,077,909)</b>	<b>815,113</b>	<b>64,551</b>	<b>2,356,083</b>
	<b>\$3,308,012</b>	<b>\$46,448</b>	<b>\$122,091</b>	<b>\$1,591,660</b>	<b>\$74,717</b>	<b>\$13,722,928</b>

See notes to general purpose financial statements.

(Concluded)



**TOWN OF BOXFORD, MASSACHUSETTS**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND EQUITY**  
**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1998**

	Governmental Fund Types			Fiduciary Fund Type	Combined Total (Memorandum only)
	General Fund	Special Revenue Funds	Capital Projects Funds	Expendable Trust Funds	
<b>REVENUES:</b>					
Taxes and excise	\$12,113,455				\$12,113,455
Licenses and permits	232,748				232,748
Interest income	149,851			\$402,868	552,719
Intergovernmental	1,716,229	\$938,400			2,654,629
Departmental and other	70,038				70,038
Fines	46,306				46,306
<b>Total Revenues</b>	<b>14,328,627</b>	<b>938,400</b>	<b>\$0</b>	<b>402,868</b>	<b>15,669,895</b>
<b>EXPENDITURES:</b>					
General government	662,771	642,073		116,428	1,421,272
Public safety	1,365,370				1,365,370
Public works	738,546				738,546
Human services	215,329				215,329
Culture and recreation	248,711				248,711
Education	8,413,071	302,151			8,715,222
State and county	71,853				71,853
Capital outlay			2,057,099		2,057,099
Debt service	1,395,751				1,395,751
Unclassified	907,373				907,373
<b>Total Expenditures</b>	<b>14,018,775</b>	<b>944,224</b>	<b>2,057,099</b>	<b>116,428</b>	<b>17,136,526</b>
<b>Excess (deficiency) of Revenues over Expenditures</b>	<b>309,852</b>	<b>(5,824)</b>	<b>(2,057,099)</b>	<b>286,440</b>	<b>(1,466,631)</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Operating transfers in	12,098	3,600			15,698
Operating transfers out	(3,600)	(7,348)			(10,948)
	8,498	(3,748)	0	0	4,750
<b>Excess (deficiency) of Revenues and Other Financing Sources over Expenditures and Other Financing Uses</b>	<b>318,350</b>	<b>(9,572)</b>	<b>(2,057,099)</b>	<b>286,440</b>	<b>(1,461,881)</b>
<b>FUND EQUITY (Deficit):</b>					
July 1, 1997	2,246,254	(704)	979,190	528,673	3,753,413
June 30, 1998	\$2,564,604	(\$10,276)	(\$1,077,909)	\$815,113	\$2,291,532

See notes to general purpose financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS  
COMBINED STATEMENT OF REVENUES, EXPENDITURES  
BUDGET AND ACTUAL - GENERAL FUND - BUDGETARY BASIS  
YEAR ENDED JUNE 30, 1998**

	General fund		Variance Favorable (Unfavorable)
	Budget	Actual	
REVENUES:			
Taxes and excise	\$11,888,228	\$12,028,802	\$140,574
Licenses and permits	200,000	232,748	32,748
Interest income	70,000	149,851	79,851
Intergovernmental	1,686,749	1,716,229	29,480
Departmental and other	50,000	70,038	20,038
Fines	40,000	46,306	6,306
Total Revenues	13,934,977	14,243,974	308,997
Operating transfers in	4,500	12,098	7,598
Operating transfers out	(14,400)	(3,600)	10,800
Unreserved fund balance transfers	394,473	394,473	0
Total other sources	384,573	402,971	18,398
Total revenue and other sources	14,319,550	14,646,945	327,395
EXPENDITURES:			
General government	746,423	743,767	2,656
Public safety	1,414,262	1,390,862	23,400
Public works	788,448	788,189	259
Human services	222,185	221,404	781
Culture and recreation	242,932	242,694	238
Education	8,527,082	8,511,748	15,334
State and county	70,009	71,853	(1,844)
Debt service	1,395,752	1,395,751	1
Unclassified	912,457	907,382	5,075
Total Expenditures	14,319,550	14,273,650	\$45,900
Excess of revenues and other sources over expenditures	\$0	\$373,295	

See notes to general purpose financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN  
RETAINED EARNINGS - PROPRIETARY FUND TYPE  
YEAR ENDED JUNE 30, 1998**

	<u>Enterprise Fund</u>
<b>REVENUES:</b>	
Roadside Waste	\$193,727
<b>EXPENSES:</b>	
Supplies and maintenance	<u>163,088</u>
Excess of Revenues over Expenditures	30,639
<b>OTHER FINANCING USES:</b>	
Operating transfers out	<u>(4,750)</u>
Excess of Revenues and Other Financing Sources over Expenditures	25,889
<b>RETAINED EARNINGS:</b>	
July 1, 1997	<u>38,662</u>
June 30, 1998	<u><u>\$64,551</u></u>

See notes to general purpose financial statements.

**TOWN OF BOXFORD, MASSACHUSETTS  
STATEMENT OF CASH FLOWS -  
PROPRIETARY FUND TYPE  
YEAR ENDED JUNE 30, 1998**

**CASH FLOWS FROM OPERATING ACTIVITIES AND  
NONOPERATING REVENUE:**

Net income from operations	\$25,889
Adjustments to reconcile net income from operations to net cash provided by operating activities:	
Effects of changes in assets and liabilities:	
Accounts Payable	<u>10,166</u>
Net cash provided (used) by operating activities	<u>36,055</u>

**DECREASE IN CASH AND EQUIVALENTS:**

CASH AND EQUIVALENTS, beginning of year	<u>38,662</u>
CASH AND EQUIVALENTS, end of year	<u><u>\$74,717</u></u>

See notes to general purpose financial statements.



**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS**  
**YEAR ENDED JUNE 30, 1998**

1. Reporting Entity:

The Town of Boxford is governed by an elected three-member Board of Selectmen. Generally accepted accounting principles ("GAAP") requires that the accompanying general purpose financial statements present the Town of Boxford (the primary government) and its component units. Component units are included in the Town's reporting entity if their operational and financial relationships with the Town are significant. Pursuant to this criteria, the following entities have been excluded from the accompanying general purpose financial statements:

- Essex County Retirement System
- Masconomet Regional School District
- North Shore Regional Vocational School District

2. Summary of Significant Accounting Policies:

The accounting policies of the Town of Boxford, Massachusetts, conform to generally accepted accounting principles as applicable to governmental units, except that the Town does not include a statement of general fixed assets. The following is a summary of the more significant policies:

(a) Basis of Presentation-Fund Accounting:

The activities of the Town are accounted for through the use of several funds and an account group, each of which is a separate accounting entity. The operations of each fund and account group are accounted for through a separate set of self-balancing accounts which are summarized by type in the financial statements. The following fund types and account group are used by the Town:

Governmental Fund Types:

Government Funds are those through which most governmental functions of the Town are financed. The acquisition, use and balances of the Town's expendable financial resources and the related liabilities are accounted for through governmental funds. The measurement focus is based upon determination of changes in financial position, rather than upon net income determination. The following are the Town's governmental fund types:

General Fund - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

2. Summary of Significant Accounting Policies - continued:

(a) Basis of Presentation-Fund Accounting - continued:

Governmental Fund Types - continued:

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts, or major capital projects) that are legally restricted to specified purposes.

Capital Project Funds - Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Trust Funds).

Fiduciary Fund Types:

Trust Funds - Fiduciary Funds are used to account for assets held by the Town in a trustee capacity or as an agent. Trust Funds include Expendable Trust Funds. Expendable Trust Funds are reported as Governmental Funds.

Proprietary Fund Types:

Enterprise Fund - The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where net income and capital maintenance are measured. Costs of providing services to the general public on a continuing basis, including depreciation, are financed or recovered primarily through user charges.

Account Group:

General Long-term Obligations Account Group - This account group is used to account for all long-term obligations of the Town.

(b) Measurement Focus:

All Governmental Funds and Expendable Trust Funds are accounted for on a spending or "financial flow" measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheets. The reported fund balance (net current assets) is considered a measure of

"available spendable resources." Governmental Fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

2. Summary of Significant Accounting Policies - continued:

(b) Measurement Focus - continued:

Accordingly, such statements present a summary of sources and uses of "available spendable resources" during a period. Noncurrent portions of long-term receivables due to Governmental Funds are reported on their balance sheets notwithstanding their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered "available spendable resources," since they do not represent net current assets. Recognition of Governmental Fund type revenues represented by noncurrent receivables is deferred until they become current receivables.

Because of their spending measurement focus, expenditure recognition for Governmental Fund types is limited to exclude amounts represented by noncurrent liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as Governmental Fund type expenditures or fund liabilities, but are reported as liabilities in the General Long-Term Obligations Account Group.

(c) Basis of Accounting:

The modified accrual basis of accounting is followed by Governmental Funds and Expendable Trust Funds. Under the modified accrual basis, revenue is recognized that is both measurable and available to pay liabilities of the current period. Revenues not considered available are recorded as deferred revenues. Expenditures are recorded when the liability is incurred except for interest on general long-term obligations, which is recorded when due.

In applying the susceptible to accrual concept to intergovernmental revenues, there are essentially two types of revenues. In one, monies must be expended for the specific purpose or project before any amounts will be paid to the Town; therefore, revenues are recognized based upon the expenditures incurred. In the other, monies are virtually unrestricted and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

Property taxes are recognized as revenue in the year for which taxes have been levied, provided they are collected within 60 days after year end. Licenses and permits, fines and forfeitures and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Investment earnings are recorded as earned.

**TOWN BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

2. Summary of Significant Accounting Policies - continued:

(d) Encumbrances:

Encumbrance accounting under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriation, is employed in Governmental Funds. Open encumbrances at year-end are reported as reservations of fund balances. Encumbrances do not constitute expenditures or liabilities.

(e) Investments:

Investments are stated at fair value.

(f) Inventory:

Inventory items, which are not material to the general purpose financial statements, are recorded as expenditures when purchased.

(g) General Fixed Assets:

General fixed assets are recorded as expenditures in applicable Governmental Funds. The Town does not capitalize the cost of general fixed assets in a General Fixed Asset Account Group which is consistent with the practice of many municipalities in the Commonwealth of Massachusetts.

(h) Compensated Absences:

GAAP requires the accrual of a liability for vested or accumulated vacation and sick leave. Compensated absences expected to be liquidated with expendable available financial resources are reported as expenditures and fund liabilities. Accounts that are not expected to be liquidated are reported in the General Long-Term Obligations Account Group.

Employees earn vacation as they provide services. Except in certain circumstances, vacation time earned must be used annually and shall not be cumulative from year to



year. In the case of estimated sick leave benefits only that portion of benefits calculated based on termination benefits would be presented as a liability in the General Long-Term Obligations Account Group at June 30, 1998.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

2. Summary of Significant Accounting Policies - continued:

(i) Post Retirement/Health Care and Life Insurance Benefits:

The Town provides the majority of retired employees with payments for a portion of their health care and life insurance benefits. These benefits are provided through various health maintenance organizations. Benefits paid by the Town are on a pay-as-you-go basis, and there is no actuarial valuation available as of June 30, 1998, which would permit an estimation of the unfunded past service cost liability, the future costs of current participants in the plan, and the annual amounts needed to fund such costs.

(j) Deferred Compensation:

The Town offers its employees a Deferred Compensation Plan (the Plan) created in accordance with Internal Revenue Code Section 457. The Plan, which is available to all employees, permits participants to defer a portion of their salary until future years. Amounts deferred under the Plan are not available to employees until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under this Plan, all property and rights purchased with the amounts, and all income attributable to these amounts are solely the property and rights of the employer, subject only to the claims of the employer's general creditors. Participants' rights under the Plan are equal to those of general creditors of the employer in an amount equal to the fair market value of the deferred account of each participant. The Town has no liability for losses under the Plan but does have the duty of due care that would be required of an ordinary prudent investor.

The Town believes it is unlikely that Plan assets will be used to satisfy future claims of general creditors. At June 30, 1998 assets of \$776,547 is recorded in the Agency Fund.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

2. Summary of Significant Accounting Policies - continued:

(k) Total Columns:

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Such data is not comparable to a consolidation since interfund eliminations have not been made.

3. Budgetary Accounting:

An annual budget is legally adopted for the General Fund at Town meetings. Expenditures are limited to the line items as voted at the Town meetings. Transfers or unencumbered appropriation balances between departments or agencies must be approved at Town meetings.

At the close of each fiscal year, unencumbered appropriation balances (appropriations less expenditures and encumbrances) revert to the unreserved fund balance. Unencumbered appropriation balances in the Capital Project Fund, however, do not lapse at the end of the fiscal year.

The Town prepares its budget on a basis of accounting that differs from generally accepted accounting principles (GAAP). The actual results of operations are presented in the Combined Statement of Revenues, Expenditures and Changes in Equity. The Combined Statement of Revenue and Expenditures - Budgetary Basis is presented to provide a meaningful comparison of actual results with the budget.

The major differences between the budgetary basis of accounting and GAAP are that:

- (1) Budgeted revenues are recorded when cash is received, except for real estate and personal property taxes which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
- (2) Encumbrances are recorded as the equivalent of expenditures (budget) as opposed to a reservation of fund balance (GAAP).
- (3) Reserve fund transfers are recorded as sources (budget) as opposed to not recorded (GAAP).

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

3. **Budgetary Accounting - continued:**

A reconciliation of budgetary basis to GAAP basis results is presented below:

GAAP basis:

Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	\$318,350
--	-----------

Reconciling Items:

Real estate and personal property revenue recognition	(84,653)
--	----------

Transfer from unreserved fund Balance	394,473
--	---------

Encumbrance/expenditure recognition	<u>(254,875)</u>
-------------------------------------	------------------

Budgetary basis:

Excess of revenues and other financing sources over expenditures and other financing uses	<u>\$ 373,295</u>
---	-------------------

4. **Cash and Investments:**

The Town maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Short-Term Investments".

Statutes authorize the Town to invest in obligations of the U.S. Treasury, agencies, and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's investment pool. In addition, there are various restrictions limiting the amount and length of deposits and investments.

At year end, the carrying amount of the Town's deposits was \$1,701,377 and the bank balance was \$2,030,751. Of the bank balance, \$201,940 was covered by federal depository insurance, \$335,904 was covered by state depository insurance, and \$1,492,907 was not insured.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

4. Cash and Investments - continued:

Investments are categorized into these three categories of credit risk:

- (1) Insured or registered, or securities held by the government or its agent in the government's name.
- (2) Uninsured or unregistered, with securities held by counterparty's trust department or agent in the government's name.
- (3) Uninsured or unregistered, with securities held by counterparty's trust department or agent but not in the government's name.

The following schedule categorizes the Town's investments:

	Category 1	Category 2	Category 3	Fair Value
Investment:				
Government obligations	\$42,873			\$42,873
Investments not subject to Categorization:				
State Treasurer's Investment Pool				300,705
Money Markets				1,485,262
Certificates of Deposit				<u>378,000</u>
Total Town Funds				<u>\$2,206,840</u>

Following is a reconciliation of investments and cash and short-term investments as summarized above to the balance as recorded in the combined balance sheet:

	<u>Investments</u>	<u>Cash and Short-term Investments</u>
As presented above	\$ 2,206,840	\$ 1,701,377
Reclass: Short-term investments reported in combined Balance sheet as cash and short-term investments, as follows:		
Money Market Investments	(1,485,262)	1,485,262



State Treasurer's Investment Pool	<u>(300,705)</u>	<u>300,705</u>
	<u>\$ 420,873</u>	<u>\$ 3,487,344</u>

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

5. Property Taxes:

Real and personal property taxes are based on values assessed as of each January 1, and are normally due on August 1, November 1, February 1, and May 1, or thirty days subsequent to mailing date. By law, all taxable property in the Commonwealth must be assessed at 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties. The Town has an ultimate right to foreclose on property for which taxes have not been paid. Property taxes levied are recorded as receivables, net of estimated uncollectibles, in the fiscal year of the levy. Property tax revenues are recorded in accordance with the modified accrual basis of accounting described in Note 2(c).

A statewide tax limitation statute known as "Proposition 2 1/2" limits the property tax levy to an amount equal to 2-1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2-1/2%, plus taxes levied on certain property newly added to the tax rolls. Certain "Proposition 2-1/2" taxing limitations can be overridden by a Town wide referendum vote.

6. Other Receivables:

The principal amounts classified as other receivables in the General Fund included the following at June 30, 1998:

Motor vehicle excise	\$ 117,202
Tax titles and possessions	<u>63,877</u>
	<u>\$ 181,079</u>

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

7. Long-Term Debt:

As of June 30, 1998, the Town had the following outstanding long-term debt:

Description	Year Issued	Year Due	Rate	Original Principal Amount	Outstanding At July 1, 1997	Bond Additions	Bond Retirement	Outstanding At June 30, 1998
Inside Debt Limit								
Cole I	11-88	11-98	6.0 - 6.35%	\$4,130,000	\$820,000		\$410,000	\$410,000
Cole II	04-89	04-99	7.1 - 7.2%	1,950,000	390,000		195,000	195,000
Spofford Pond	05-91	05-09	6.25 - 8.75%	2,100,000	1,350,000		125,000	1,225,000
School Construction	06-96	06-16	4.8 - 6.375%	5,280,000	5,065,000		225,000	4,840,000
MWPAT	08-97	02-17	12%	200,000	0	\$200,000		200,000
Total Inside Debt Limit								
					7,625,000	200,000	955,000	6,870,000
TOTAL DEBT								
					\$7,625,000	\$200,000	\$955,000	\$6,870,000

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

7. Long-Term Debt - continued:

Payments of general long-term obligations due in future years consist of the following:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Year ending June 30,			
1999	\$ 981,111	378,413	1,359,524
2000	396,111	327,868	723,979
2001	331,111	302,980	634,091
2002	326,111	285,573	611,684
2003	331,111	268,080	599,191
Thereafter	<u>4,504,445</u>	<u>1,793,521</u>	<u>6,297,966</u>
<b>TOTAL</b>	<b><u>\$ 6,870,000</u></b>	<b><u>\$ 3,356,435</u></b>	<b><u>\$ 10,226,435</u></b>

8. Temporary Borrowing:

The Town is authorized to borrow on a temporary basis to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Temporary loans are general obligations of the Town and carry maturity dates which are limited by statute. Interest expenditures for temporary borrowing are accounted for in the General Fund.

The Town borrowed on its own behalf BANS in the Capital Projects Fund. BANS outstanding at June 30, 1998 are listed below:

<u>Description</u>	<u>Date of Issue</u>	<u>Date</u> <u>of</u> <u>Maturity</u>	<u>Interest Rate</u>	<u>Outstanding at</u> <u>June 30, 1998</u>
School BAN	2/3/98	8/14/98	4.00%	\$1,200,000

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS - CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

9. Commitments and Contingencies:

Various legal actions and claims are pending against the Town. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 1998, cannot be ascertained, management believes any resulting liability should not materially affect the financial position of the Town at June 30, 1998.

The Town participates in a number of Federal financial assistance programs. Although the Town grant programs have been audited in accordance with the provisions of the Single Audit Act Amendments of 1996 through June 30, 1998, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

10. Retirement System:

Plan description -

The Town contributes to the Essex County Contributory Retirement System (ECCRS), a multiple employer plan established under Chapter 32 of the General Laws of the Commonwealth of Massachusetts. The ECCRS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to the Essex County Contributory Retirement System, County Office Building, 36 Federal Street, Room 210, Salem, MA 01970.

Substantially all full-time and some part time employees of the Town, except teachers and certain administrative personnel employed by the School Department, participate in the System. Benefits paid under the plan, referred to as "retirement allowance," include both an annuity portion, funded principally from amounts contributed by the participants, and a pension portion funded by the Town.

The participants contribute a certain percentage of their compensation annually, determined by their date of employment as follows:

Teachers and certain administrative employees of the School Department participate in a contributory retirement plan administered by the Massachusetts Teachers Retirement Board. Contributions to this plan are made entirely by the Commonwealth of Massachusetts, therefore, the Town does not contribute to the plan.



**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS -CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

10. Retirement System - continued:

Funding Policy -

In accordance with Massachusetts General Laws, employer contributions to the System have historically been determined on a pay-as-you-go basis. Generally accepted accounting principles require that the annual minimum provision for pension costs should include normal cost, interest on unfunded past service cost liability, and amortization of unfunded vested benefits, based on an acceptable actuarial cost method.

The Pension Reform Act of 1987 was enacted by the State Legislature in January 1988. The act amends Chapter 32 of the General Laws and requires amortization of the unfunded pension liability over a minimum forty-year period. The law also permits each retirement board to waive the \$30,000 pay cap for employees hired after 1978 and, accordingly, the Board of Directors of the Middlesex County Contributory Retirement System voted to waive the pay cap effective January 1, 1990. Beginning July 1, 1994, the employer contribution is determined using the various funding schedules derived under Section 22D. These include at a minimum, amounts for the employer normal cost plus the amortization of the original unfunded actuarial liability.

The employer contribution to the System for the year ended June 30, 1998, was 14.94 percent of the covered payroll. Contributions to the ECCRS for the years ended June 30, 1998, 1997, and 1996 were \$325,176, \$257,675, and \$239,433, respectively. This equaled 100% of the required contribution each year.

11. Risk Financing:

The Town is exposed to various risks of loss related to torts; theft of damage to and destruction of assets; errors and omissions; natural disasters and various employee benefits including health, workers' compensation and unemployment compensation.

The Town is a part of a premium based self insurance group which insures for worker's compensation, general and personal liability, through the Massachusetts Inter-local Insurance Association (MIIA). The Town essentially transfers risk through payment of an annual assessment which is adjusted according to the Town's experience history. All other insurance is carried through conventional carriers.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS -CONTINUED**  
**YEAR ENDED JUNE 30, 1998**

12. Landfill Closure and Postclosure Care Costs:

The Town's landfill is not closed. It is scheduled to be closed in July of 1998. At that time a final cover will be installed in accordance with State and Federal laws and regulations. Those laws and regulations also require the Town to perform certain maintenance and monitoring functions ("Postclosure care") at the site for 30 years after the landfill cover is installed. In accordance with generally accepted accounting principles, the estimated cost of closure and postclosure care costs has been estimated at this time to be \$1,710,000.

13. Year 2000 Contingency:

The Year 2000 problem affects the Town's computer systems and other equipment necessary for its continued and uninterrupted operations. The Town is in the implementation stage of work necessary to make its systems Year 2000 compliant. The Town intends on replacing all computing platforms, hardware and software prior to the year 2000, therefore with these upgrades all systems will be compliant by December 31, 1999. The estimated cost of this replacement is \$170,000.

**TOWN OF BOXFORD, MASSACHUSETTS**  
**RECONCILIATION OF TREASURER'S CASH**  
**JUNE 30, 1998**

Treasurer's Cash Balance, June 30, 1998	\$ 3,487,344
Composition of Balance on June 30, 1998:	

Cash and short-term investments on deposit:

Massachusetts Municipal Depository Trust	\$ 300,705
Prudential Securities	611,616
Fleet Bank	2,099,804
Family Bank	435,903
Eastern Bank	106,123
BayBank	<u>40,304</u>

Total cash and short-term investments	\$ 3,594,455
---------------------------------------	--------------

Adjustments:

Deposits in transit	352,233
Outstanding checks	(447,574)
Miscellaneous/accrued interest & earnings	(12,595)
Petty cash (not on deposit)	<u>825</u>
	<u>\$ 3,487,344</u>

Composition of Treasurer's Cash Balance:

General Fund	\$ 2,906,572
Special Revenue Funds	(10,276)
Capital Projects Funds	122,091
Trust Funds	394,240
Enterprise Fund	<u>74,717</u>
	<u>\$ 3,487,344</u>

## **REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited the financial statements of the Town of Wilmington, Massachusetts as of and for the year ended June 30, 1998, and have issued our report thereon dated January 15, 1999. This report was qualified with respect to not accounting properly for the fixed assets in the Town's possession and compensated absences. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

### Compliance

As part of obtaining reasonable assurance about whether the Town of Boxford's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*. However, we noted certain immaterial instances of noncompliance that we have reported to management of the Town of Wilmington in a separate letter dated January 15, 1999.

### Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town of Boxford's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amount that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. However, we noted other matters involving the internal control over financial reporting that we have reported to the management of the Town of Wilmington in a separate letter dated January 15, 1999.

This report is intended for the information of the Board of Selectmen, management, federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Tucci & Roselli  
Certified Public Accountants  
January 15, 1999



## ASSESSORS ANNUAL REPORT

The Assessing Department continues to be a busy office dealing this year with nearly 300 building permits, including 48 new houses, tax abatement requests, auto excise billings often with associated problems and the constant need for help and information by developers, realtors and others.

The price of land in Boxford continued to rise significantly during the past two years, requiring the board to increase all land assessed values by 15%, effective with January 1999 billing. With FY1999 being a revaluation year, further valuation increases are anticipated for the year 2000.

The staffing of the Board of Assessors and to the office remained unchanged for the year.

The board continues to be grateful to Barbara King and Roberta Whitaker for their support in keeping the office constantly running on an even keel.

Assessors: Mario Leslie  
Mary Morton  
Joseph Barrasso

Field Assessor: George Upton

THE COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF REVENUE  
TAX RATE RECAPITULATION  
OF

FISCAL 1999

TOWN OF BOXFORD

Ia. Total amount to be raised \$ 17,411,860.95  
Ib. Total estimated receipts and other revenue sources \$ 4,523,073.51  
\$ 12,888,787.44

Id. Distribution of tax rates and levies

Is this a certification year? (Enter Y or N) --> N

Classified->X <-Unclassified

(a) Class	(b) Levy Per- centage (from LA5)	(c) IC above times Each percent in col (b)	(d) Valuation by Class (from LA-5)	(e) Tax Rate (c)/(d)x 1000	(f) Levy by Class (d)x(e)/1000
Residential	97.0965%	12,514,561.50	832,085,041	15.04	12,514,559.02
Open Space	0.2905%	37,441.93	2,489,500	15.04	37,442.08
Commercial	1.0811%	139,340.68	9,264,888	15.04	139,343.92
Industrial	0.0597%	7,694.61	511,400	15.04	7,691.46
SUBTOTAL	98.5278%	*****	844,350,829	*****	12,699,036.48
Personal	1.4722%	189,748.73	12,616,420	15.04	189,750.96
TOTAL	100.0000%	*****	856,967,249	*****	12,888,787.44

Board of Assessors of

BOXFORD NOV. 16, 1998 887-3674  
City or Town Date Tel No  
MARIO LESLIE MARY MORTON JOSEPH BARRASSO

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed by *PL*

Date

Director of Accounts

DEC 15 1998

Date

-II. Amount to be raised

15,189,157.51

IIa. Appropriations (col. (b) through col. (e) from Page 4)	\$	15,081,035.51 _
IIb. Other amounts to be raised		
1. Amounts certified for tax title purposes	-	12,000.00 _
2. Debt and interest charges not included on page 4	-	1,791,586.00 _
3. Final court judgments	-	0.00 _
4. Total overlay deficits of prior years	-	0.00 _
5. Total cherry sheet offsets (see cherry sheet 1-ER)	-	11,259.00 _
6. Revenue deficits	-	0.00 _
7. Offset receipts deficits Ch. 44, Sec. 53E	-	0.00 _
8. Authorized Deferral of Teachers' Pay	-	0.00 _
9. Snow and ice deficit Ch. 44, Sec. 31D	-	32,094.38 _
10. Other (specify on separate letter)	-	362,064.43 _
VETERANS COUNTY RETIRE		
TOTAL IIb (Total lines 1 through 10)	-	2,209,003.81 _
IIc. State and county cherry sheet charges (c.s. 1-EC cols. 1 and	-	33,478.00 _
IId. Allowance for abatements and exemptions (overlay) Is OL-1 F	-	88,343.63 _
IIe. Total amount to be raised (Total IIa through IId)	\$	17,411,860.95 _

III. Estimated receipts and other revenue sources

IIIa. Estimated receipts - State		
1. Cherry sheet estimated receipts (C.S. I-ER Total)	-	1,877,857.00 _
2. Cherry sheet overestimates (C.S. I-EC Part E col3..)	-	0.00 _
TOTAL IIIa	-	1,877,857.00 _

IIIb. Estimated receipts - Local		
1. Local receipts not allocated (Page 3, col.(b), Line 26)	-	1,270,025.00 _
2. Offset receipts (See Schedule A-1)	-	0.00 _
3. Enterprise funds (See Schedule A-2)	-	281,200.00 _
TOTAL IIIb	-	1,551,225.00 _

IIIc. Revenue sources appropriated for particular purposes		
1. Free cash (Page 4, col. (c))	-	695,173.51 _
2. Other available funds (Page 4, col.(d))	-	398,818.00 _
TOTAL IIIc	-	1,093,991.51 _

IIId. Other revenue sources appropriated specifically to reduce th	0.00	
1a. Free cash...appropriated on or before June 30, 1998	-	0.00 _
b. Free cash...appropriated on or after July 1, 1998	-	0.00 _
Total free cash appropriated to reduce the tax rate	-	0.00 _
2. Municipal Light Source	-	0.00 _
3. Teachers' Pay Deferral	-	-
4. Other source (Specify)	-	0.00 _
TOTAL IIId	-	0.00 _

IIIe. Total estimated receipts and other sources	0.00	
(Total IIIa through IIId)	\$	4,523,073.51 _

IV. Summary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from IIe)	\$	17,411,860.95
b. Total estimated receipts and other Revenue sources (from IIIe)	\$	4,523,073.51 _
c. Total real and personal property tax levy (from Ic)	\$	12,888,787.44
d. Total receipts from all sources (total IVb plus IVc)	\$	17,411,860.95

LOCAL RECEIPTS NOT ALLOCATED \*

	(a) Actual Receipts Fiscal 1998	(b) Estimated ** Receipts Fiscal 1999
-> 1. Motor vehicle excise	\$ 936,933.00	\$ 890,025.00
-> 2. Other excise	-	-
-> 3. Penalties and interest on taxes and excises	53,718.00	54,000.00
-> 4. Payments in lieu of taxes	-	-
5. Charges for Services - Water	-	-
6. Charges for Services - Sewer	-	-
7. Charges for Services - Hospital	-	-
8. Charges for Services - Trash Disposal	-	-
9. Other charges for services	-	-
10. Fees	-	-
11. Rentals	-	-
12. Departmental revenue - Schools	-	-
13. Departmental revenue - Libraries	-	-
14. Departmental revenue - Cemeteries	-	-
15. Departmental revenue - Recreation	-	-
16. Other departmental revenue	44,446.00	40,000.00
17. Licenses and permits	232,747.00	175,000.00
18. Special assessments	-	-
->19. Fines and forfeits	45,939.00	46,000.00
->20. Investment income	149,851.00	65,000.00
->21. Miscellaneous recurring (please specify)	-	-
22. Miscellaneous non-recurring (please specify)	28,588.00	0.00
23. TOTALS	\$ 1,492,222.00	\$ 1,270,025.00

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further that I have examined the entries made on page 4 of the fiscal 1999 tax rate recapitulation form by the City or Town Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

NOV.16,1998

WM. P. O'BRIEN 978 887-0710

Date

Accountant/Auditor

Telephone No.

887-0710

\* Do not include receipts in columns (a) or (b) that were voted by the City/Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3.

\*\*Written documentation should be submitted to support increases/decreases of estimated receipts to actual receipts.

->Written documentation should be submitted to support increases/decreases of FY98 estimated receipts to FY99 estimated receipts to be used in calculating the municipal revenue growth factor.



CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

	A P P R O P R I A T I O N S						A U T H O R I Z A T I O N S	
City/Town Council or Town Meeting Dates	(a)		(b) **	(c)	(d)	(e)	M E M O   O N L Y	
	FY*	Total Appropriations Of Each Meeting	From Raise and Appropriate (Tax Levy)	From Free Cash See B-1	From Other Available Funds See B-2	From Offset Receipts, See A-1 or Enterprise Funds, See A-2	(f) ***	(g)
							Revolving Funds See A-3	Borrowing Authorization
5/12/98	98	203,446.51		154,446.51	49,000.00			
5/12/98	99	14,078,179.00	13,705,844.00	343,783.00	28,552.00		35,000.	160,000.00
10/27/98	99	799,410.00		196,944.00	321,266.00	281,200.00		1,050,000.00
		0.00						
		0.00						
		0.00						
		0.00						
		0.00						
		0.00						
		0.00						
		0.00						
		0.00						
Totals		15,081,035.51	13,705,844.00	695,173.51	398,818.00	281,200.00	////////////////	////////////////
		Must Must Equal Cols. (b) thru (e)		Complete Schedule B-1	Complete Schedule B-2	Complete Schedule A-1 and/or A-2		

\* Enter the fiscal year to which the appropriation relates, i.e., fiscal year 1998 or fiscal year 1999.

\*\* Appropriations included in column (b) must not be reduced by local receipts or any other funding source. Appropriations must be entered in gross to avoid a duplication in the use of estimated or other sources of receipts.

\*\* Include only revolving funds pursuant to Chapter 44, Section 53E 1/2

I hereby certify that the appropriations correctly reflect the votes taken by Town Meeting/City Council.

City/Town  
Date 12-1-98

Clerk Patricia Shultz

Tel. No. 978-887-0806

## FINANCE COMMITTEE

In 1998 and 1999 your finance Committee and The Board of Selectmen, continued efforts to develop a better rapport toward addressing fiscal problems and issues, that in most respects were exacerlated by growth, and mandates beyond our control. Other factors that substantially impact the budget are wages and personnel needs.

The committee for FY 1999 continued to develop our budgetary planning model, which we continue to utilize for fiscal policy for FY 2000. Attached with this report is an update of a portion of that model which will give the reader an overview of budget trends of departments.

Action taken at our Annual and Special Town Meetings have caused our gross tax bills to increase, as we are sure you have recognized.

Municipalities do not enjoy, as much as the private sector technological innovations, that often times help in offsetting growth. Our municipal product is a direct "hands-on" service. Wage increases are not readily absorbed. When these wage increases markedly exceed inflation, with their compounding effect, they create a substantial percentage and dollar increase cost for the delivered product. Be aware of this pattern.

A word about "Free Cash". The subject is always brought up in discussion with your planners and at town meetings. This item/concept is integral to our planning and action.

We quote liberally from "City and Town" a publication of the Massachusetts Department of Revenue's Division of Local Services. "A community accumulates free cash when actual revenue collection exceed the budget estimates used in setting the tax rate, and/or actual expenditures and encumbrances (committed funds not expended) are less than appropriations." The Director of Accounts Certifies free cash based on the Community's balance sheet for the fiscal year ending June 30.

In 1998 a study conducted by the Division of Local Services indicated that Boxford had as a percentage of budget a figure of 9.09 percent. Cities carry much lower ratios. Smaller towns carry higher ratios. The state wide average for budget year 1998 has stated as 3.24 percent.

The article discusses board ratings and the impact of higher free cash ratios being an indicator of fiscal health. These higher ratios being an important factor in those ratings. When we are entering a stage of substantial borrowing this will have a direct impact on our costs.

Consistent generation of free cash indicate sound financial management. Free Cash provides a financial cushion to guard against economic down turn or to meet unforeseen expenses. It is an

important and sometimes the only-reserve that can be used for supplemental appropriation. after the tax rate has been set, such as our fall town meeting expenditures.

In summation, growth is the key issue. as a consequence, growth in tax cost is inevitable. Priorities must be established by town action. We are entering waters now that will put strains on our ability to have these services without, each year, over-riding our levy limit imposed by Proposition 2 ½. In doing so we accelerate our tax burden. It is not going to get better for the foreseeable future, unless we substantially reduce the percentage of cost increase that the afore mentioned chart indicates.

The committee last year was chaired by Charles Laderoute, who took on the task with vigor dedication and intelligence. These abilities were not always recognized outside of our circle of responsibility and unfortunately for the Town of Boxford, Charles offered his resignation for personal reasons. We also lost Eve Trikla a valued member due to a relocation. Donald Scutiere left us after long and distinguished service for our town, serving on various boards and committees, as well as Town Counsel. His sagacity and steady vision will be sorely missed.

On a positive note, two new members joined our ranks: James Shanahan and Joseph Callahan, whose talents and dedication are most welcomed.

Respectfully submitted  
Boxford Finance Committee

Robert W. Conroy – Chairman  
Barbara Jessel – Vice Chairman  
Peter Bernardin  
Joseph Callahan  
James Shanahan  
Robert Turner

Dep	03-Mar-99	95 Spend	96 Spend	97 Spend	98 Spend	99 Budget
<b>I. GENERAL GOVERNMENT</b>						
122 Selectmen		91,993	96,783	115,791	148,438	146,387
151 Town Counsel		37,705	47,428	0	0	0
152 Personnel Board		198	533	525	0	19,700
155 Computer Repairs & Maintenance		0	0	393	0	0
Computer Management					0	17,920
Land Committee					0	10,000
160 Town Clerk - Salary		24,480	25,165	35,000	36,225	37,898
161 Town Clerk - All Other		20,647	22,212	21,757	27,531	34,071
171 Conservation Commission		4,731	4,352	30,592	42,147	40,977
174 Planning/Cons. Com. Office		19,469	20,949	0	0	0
175 Planning Board		2,884	2,399	9,647	11,208	29,050
176 Board of Appeals		1,944	2,168	1,555	1,705	3,164
519 Board of Health		124,865	100,084	156,009	127,320	167,081
541 Council on Aging		28,676	30,278	28,365	29,228	39,172
630 Recreation Committee		13,933	11,715	11,825	19,237	22,795
691 Historic District Comm		202	80	207	121	1,200
GENERAL GOVERNMENT - T		371,727	364,147	411,666	443,160	569,415
<b>II. FINANCE</b>						
131 Finance Committee		4,353	1,241	549	977	2,490
135 Accountant		76,812	78,924	84,181	87,379	96,745
141 Assessors		60,029	59,818	57,887	51,779	70,721
144 Treasurer/Collector - Salary		33,000	34,155	35,692	36,941	38,049
145 Treasurer/Collector - All Other		64,294	62,884	69,804	69,511	84,298
Interest on Loans		0	0	0	0	0
FINANCE - TOTAL		238,488	237,023	248,114	246,587	292,303
<b>III. PUBLIC SAFETY</b>						
210 Police - Salary		543,341	580,422	605,911	647,538	699,371
211 Police - All Other		48,407	61,350	55,603	74,658	88,450
(Police - Subtotal)		591,748	641,771	661,514	722,196	787,821
220 Fire		176,355	184,155	193,344	201,916	210,648
231 Ambulance Service		72,100	73,383	77,000	77,000	77,000
292 Animal Control Officer		16,546	19,320	18,878	20,000	29,309
293 Communication - Salary		134,616	141,370	150,512	160,302	177,573
294 Communications - All Other		25,585	21,345	23,855	25,769	27,208
(Comm. - Subtotal)		160,201	162,714	174,367	186,071	204,781
296 Parking Clerk		0	48	7	150	250
PUBLIC SAFETY - TOTAL		1,016,950	1,081,392	1,125,109	1,207,333	1,309,809
<b>IV. EDUCATION</b>						
310 Elementary Schools		3,096,565	3,514,317	4,037,278	4,622,379	4,936,839
610 Library - Salary		126,593	138,894	147,589	162,419	189,388
610 Library - All Other		52,599	52,776	61,645	66,934	80,200
(Library - Subtotal)		179,192	191,670	209,233	229,353	269,588
880 North Shore Vocational		47,464	47,213	57,329	60,120	62,007
890 Masconomet - Budget Assess		2,643,941	2,891,566	3,219,998	3,618,473	4,020,860
Masconomet - Debt Assess						852,110
EDUCATION - TOTAL		5,967,162	6,644,766	7,523,839	8,530,325	10,141,404
<b>V. TOWN MAINTENANCE</b>						
433 Landfill Operations		34,336	34,615	18,648	19,419	17,979
192 Town Bldgs Maint & Utilities		55,149	84,296	96,952	100,107	115,763
491 Cemeteries		300	479	710	490	500
497 Gas and Oil Depot		28,823	33,628	30,493	24,675	25,000
498 DPW - Salary		188,377	235,401	201,510	237,057	243,081
499 DPW - All Other		130,636	146,070	111,316	126,218	131,770
(DPW - Subtotal)		319,013	381,470	312,826	363,275	374,851
496 Snow & Ice Removal		65,437	295,378	156,530	141,526	83,000
TOWN MAINTENANCE - TOTAL		503,058	829,866	616,159	649,562	617,093
<b>VI. INSPECTORS</b>						
241 Building		33,631	35,055	44,677	57,343	60,377
243 Plumbing & Gas		7,631	7,469	7,979	7,517	9,427
244 Sealer of Weights and Measures		275	289	289	0	308
245 Electrical		10,034	10,433	10,521	11,289	12,320
249 Animal		3,144	3,500	3,800	4,072	4,186
INSPECTORS - TOTAL		54,714	56,747	67,267	80,221	86,618
<b>VII. INSURANCE AND PENSIONS</b>						
914 Health Insurance		334,508	348,636	345,732	395,972	434,000
914 LTD Insurance		7,584	8,819	9,922	9,137	10,500
915 Life Insurance		979	950	873	1,050	1,050
919 Social Security - FICA		38,912	43,954	51,026	48,000	64,000
945 General Insurance		108,614	98,913	85,274	110,000	110,000
INSURANCE AND PENSION - T		490,598	501,271	492,828	564,159	619,550
<b>GRAND TOTAL TOWN BUDGET</b>						
		8,642,698	9,715,212	10,484,981	11,721,347	13,636,192
Increase from Prior Year		670,643	1,072,514	769,768	1,236,366	1,914,845
Percent Increase		8.41%	12.41%	7.92%	11.79%	16.34%

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES  
REPORT OF CASH, INTEREST INCOME AND DEBT  
FISCAL YEAR 1998, ENDING JUNE 30, 1998**

1. Cash Balances in the custody of the Treasurer as of June 30, 1998 were as follows:

General Fund Cash:	\$2,758,809.13
General Fund (School Bond):	129,053.17
Trust, Gift & Restricted:	<u>763,227.57</u>
<b>TOTAL ALL FUNDS:</b>	<b><u>\$3,651,089.87</u></b>

2. Investment income earned during the year ended June 30, 1998 was as follows:

General Fund Cash:	\$ 127,111.02
General Fund (School Bond):	33,124.31
Trust, Gift & Restricted:	<u>33,554.25</u>
<b>TOTAL EARNINGS ON FUNDS</b>	<b><u>\$ 193,789.58</u></b>

3. Outstanding debts as of June 30, 1998 were as follows:

<u>Purpose</u>	<u>Rate</u>	<u>Principal Due</u>
Cole School Renovations	*	\$ 605,000.00
Spofford School Renovations	**	1,225,000.00
School Construction '96	***	4,840,000.00
Land Acquisition (Lockwood)	4%	1,200,000.00
Title V Septic Repair Loan from Commonwealth of MA	0%	<u>200,000.00</u>
<b>TOTAL ALL OUTSTANDING DEBT:</b>		<b><u>\$8,070,000.00</u></b>

\* Rate varies over term from 6.00% to 6.35%

\*\* Rate varies over term from 6.00% to 8.75%

\*\*\* Rate varies over term from 4.600% to 6.375%

Ellen S. Guerin  
Treasurer/Collector of Taxes



TOWN OF BOXFORD  
TRUST, GIFT AND RESTRICTED FUNDS  
Fiscal Year 1998

<u>FUND NAME</u>	<u>RESPONSIBLE BOARD</u>	<u>BALANCE 7/01/97</u>	<u>RECEIPTS</u>	<u>PAYMENTS</u>	<u>ALLOCATED INTEREST</u>	<u>BALANCE 6/30/98</u>
<b>TRUST FUNDS:</b>						
Post War Re-hab Fund	Commission	\$ 1,616.14		\$ 1,526.88	\$ 6.14	\$ 95.40
Sarah Perley Trust Fund	Commission	12,904.48			887.23	13,791.71
Curtis Killam Burial Fund	Commission	2,685.98			184.67	2,870.65
Boxford Visiting Nurse Fund	Commission	13,474.68			926.43	14,401.11
Tri-Centennial Memorial Park Fund	Commission	10,225.18			703.02	10,928.20
Perley Parkhurst Cole Fund	Commission	4,954.88	16,000.00	17,150.00	261.60	4,066.48
Michelle Wilson Fund	Commission	10,661.29			733.00	11,394.29
Town School Fund	Commission	7,161.02			492.34	7,653.36
East Parish Library Fund	Library	500.09			34.38	534.47
West Parish Library Fund	Library	199.00			13.68	212.68
Emma S. Cote Library Fund	Library	2,528.46			173.84	2,702.30
Mary Stacy Holmes Library Fund	Library	664.78			45.71	710.49
Milton Lord Memorial Book Fund	Library	235.55			16.19	251.74
Barker Trust Fund	Elementary School	1,652.85	3,000.00		319.90	4,972.75
Griffin Fund	Elementary School	8,845.02		400.00	580.62	9,025.64
Trust Fund Sub-total		\$ 78,309.40	\$ 19,000.00	\$ 19,076.88	\$ 5,378.75	\$ 83,611.27
<b>GIFT FUNDS:</b>						
Library Equipment Donation Fund	Library	\$ 112.41			\$	\$ 112.41
Memorial Gifts to Library Fund	Library	6,886.92	17,742.49	12,365.71		12,263.70
Council on Aging Donations	Council on Aging	2,437.16	1,221.72	780.32		2,878.56
D.A.R.E.	Police Department	4,775.10	300.00			5,075.10
Witch Hollow Farm Gift Fund	Selectmen	1,760.31				1,760.31
Fire Department Donations	Fire Department	2,832.99		1,197.00		1,635.99
Police Department Gift Fund	Police Department	100.00				100.00
Animal Control Dept. Gift Fund	Animal Contr. Officer	491.00				491.00
Buy-a-Brick Technology Fund	Elementary School	29,001.80	790.00	24,312.00		5,479.80
Boxford P.T.O. Gift Fund	P.T.O.	-	600.00	600.00	-	-
Gift Fund Sub-total		\$ 48,397.69	\$ 20,654.21	\$ 39,255.03	\$	\$ 29,796.87

TOWN OF BOXFORD  
TRUST, GIFT AND RESTRICTED FUNDS  
Fiscal Year 1998

**RESTRICTED FUNDS:**

Arts Lottery Fund	Arts Council	\$	561.08	\$	3,150.00	\$	3,150.00	\$	57.04	\$	618.12
Boxford Meadows Develop. Deposit	Planning Board		11,096.05						768.66		11,864.71
Memorial Hill Developer Deposit	Planning Board		13,289.62						902.34		14,191.96
Scholarship Fund	Scholarship Comm.		1,898.39		1,044.06		400.00		132.47		2,674.92
Education Fund	Scholarship Comm.		154.23		140.00				8.46		302.69
Stabilization Fund	Town Meeting		254,159.87		49,000.00				17,703.22		320,863.09
Conservation Fund	Conservation Comm		14,909.68		249,000.00		14,750.00		1,620.67		250,780.35
Unemployment Fund	Selectmen		24,290.82				3,963.00		1,442.83		21,770.65
Insurance Fund	Commission		43,816.87				7,115.62		2,516.57		39,217.82
Consult: Planning Board/ConsCom	P/B & ConsCom		37,788.81		27,325.00		28,716.78		3,023.24		39,420.27
Restricted Funds Sub-Total			\$ 401,965.42		\$ 329,659.06		\$ 58,095.40		\$ 28,175.50		\$ 701,704.58

**EARNINGS ON INVESTMENTS**

-	\$	33,554.25	\$	33,554.25	-
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**TOTAL FUNDS**

\$ 528,672.51	\$ 402,867.52	\$ 149,981.56	\$ 33,554.25	\$ 815,112.72
---------------	---------------	---------------	--------------	---------------

## **BOARD OF COMMISSIONERS OF TRUST FUNDS**

The purpose of the Board of Commissioners of Trust Funds (BCTF) is to oversee the trust funds given or bequested to the Town which are not specifically under the direction and control of other town officials or trustees. The Boxford Commissioners of Trust Funds is an elected body of three Commissioners each serving for a three-year term. The Board of Commissioners of Trust Funds commenced operation in 1992 with election of Commissioners at the Town Election.

The Board of Commissioners of Trust Fund's major effort in 1998 was the review and determination of funding award and scholarship requests submitted to the Perley-Parkhurst-Cole Memorial Trust Fund. Disbursement for 1998 from the Perley-Parkhurst-Cole Memorial Trust Fund are shown in detail elsewhere in this report.

The Board authorized expenditures from the Town Insurance Fund for repairs to Town electrical equipment at Stiles Pond Beach.

Citizens of Boxford who wish to make a request for consideration of use of funds controlled by this Board should contact one of the members. The Board would be pleased to answer any questions that a citizen may have regarding our activities and responsibilities.

Judith Carr, Chairman  
Samual N. Shields, Clerk  
Alexander M. Colby, Commissioner

**TOWN OF BOXFORD  
BOARD OF COMMISSIONERS OF TRUST FUNDS**

**PERLEY-PARKHURST-COLE-MEMORIAL TRUST FUND**

**AWARD FOR 1998**

<b>Masconomet Scholarships:</b>	<b>Amount</b>
Andrea Haffty	\$1,000
Donald Smoot	1,000
Lauren McLeavey	1,000
Rachel Dinsman	1,000
Kristin Gleason	1,000
Allison Was	<u>1,000</u>
	<b>\$6,000</b>

**Scouting & Community Groups:**

Boxford Boy Scout Troop #51	\$ 800
Boxford Explorer Troop #911	1,700
Hamilton Boy Scout Troop #35	1,400
Boxford Elementary School Trust, Inc. (BEST)	<u>2,000</u>
	<b>\$5,900</b>

**Scholarships:**

Jennifer Benjer	\$ 750
Brian Pardo	750
Mark Robinson	750
Alan Maccarone	750
Jennifer McWeeny	750
Thomas Sobczynski	750
Chandler Gore	750
Jeffrey C. Hannoosh	<u>1,000</u>
	<b>\$6,250</b>

<b>GRAND TOTAL FOR AWARDS</b>	<b>\$18,150</b>
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## **GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND**

### **GENERAL GUIDELINES:**

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:
  - -To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have completed their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
  - -To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
  - -To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
  - -To assist and encourage private or public organizations in the Towns of Boxford and Hamilton which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as the Commissioner of Trust Funds of the Town of Boxford deem necessary.
2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from BOXFORD OR HAMILTON. Funds may not be spent on adults at any time.
3. Applications to the PPCMTF should be in the form of a letter to the Commissioner of Trust Funds. Requests for funds will be accepted through February 1 of the award year. The Commissioners of Trust Funds will conduct interviews of all applicants from February 1 through March 31, and will notify all applicants of their award status in late March and April.

Requests received after February 1 will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, February 1.
4. Any request which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.
5. All requests for funds, as well as any questions, should be directed to:



## **PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND**

**Commissioner of Trust Funds  
Town Hall, 28 Middleton Road  
Boxford, MA 01921  
(508) 887-8181**

### **GUIDELINES FOR INDIVIDUALS**

1. The sum of \$5,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

**-\$1,000.00 scholarships distributed to (5) students**

Scholarships to be paid to the student's post-secondary school in one (1) installment - at the beginning of the first year.

Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the Boxford Trust Fund Commission - to the Perley Parkhurst Cole Memorial Trust Fund.

Masconomet scholarships are to be distributed based on need and academic performance.

All applicants who are high school seniors at Masconomet, must apply directly to:

**MASCONOMET SCHOLARSHIP FUND  
c/o Dr. Kathleen Lynch, Superintendent  
Masconomet Regional District High School  
Topsfield, MA 01983**

2. A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Commissioner of Trust Funds for a scholarship, should submit the following information:

- High School Transcript (if you are in your first or second year of college).
- Current College Transcripts (all years)
- Breakdown of your costs for the school year

- Breakdown of your income toward college costs
- List of activities, which you have been involved with, within the Town of Boxford or at your school.

The Perley Parkhurst Cole Memorial Trust Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

### **GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS**

1. Scout Troops are requested to provide the following information:

- Leader's name, address and telephone number
- Number of Scouts in troop
- Number of non-Boxford resident scouts
- Specific request for funds: include amount requested, detail of equipment, activity, reason, etc.
- Date by which funds are needed.

2. Scout Troops are requested to apply individually.

3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.

4. Although the Commissioner of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.

Commissioner of Trust Funds  
Town of Boxford

## CAPITAL BUDGETING COMMITTEE

The Committee welcomed Robert Turner as one of the Finance Committee representatives replacing Don Scutiére , who will be missed.

Highlights on 1998 would be:

1. As a result of a Town Meeting vote establishing a permanent Land Committee, the Capital Budgeting Committee will no longer be represented on that Board. Going forward, since land purchases tend to be costly and not always foreseeable, it will become vital for us to stay well-informed on their activities.
2. Our committee will now be making recommendations to the town on all capital expenditures at all Town Meetings, not just Annual. Thanks to a vote of the Town in May.
3. Progress is being made in ascertaining whether our committee, as presently constituted, would be able to undertake compiling an inventory of all capital assets of the Town of Boxford.
4. There was an enormous struggle compiling data for our last five-year Report of Capital Needs: information came late or not at all. In addition there were seven Capital Budget Warrant Articles for the October Town Meeting which were apparently not foreseeable in May. We have assigned a liaison to several Town Boards for FY 2000 to facilitate their data compilation of capital projects.
5. Many discussions took place on the role of the Capital Budgeting Committee and our definition of "Capital Expense" as a " capital item or project which is an expenditure of \$15,000 or more". In the end, it was agreed to continue our to taxpayers of significant new expenditures--- and to make recommendations thereon.

At this writing, it is too early to report, any Capital Budgeting requests for FY 2000-2004. These, and our recommendations thereon, will be attached to the Warrant in May.

Peter K. Race, Chairman

Enid E. Thuermer, Vice-Chairman

Robert W. Conroy

Joyce Ricklefs

Robert Turner



# **PUBLIC SAFETY**

**Communications**

**Police**

**Fire**

**Animal Control Officer**



## COMMUNICATIONS DEPARTMENT

As the Communications Department completes its 28th year of service to the Town of Boxford and as we look to our future, we are moving forward in our plans to better staff our department with more employees per shift. This year we have successfully trained and hired two new part time employees, we hope to add additional dispatchers during the spring and summer months. It is time to make these important staffing changes in order that we may continue to provide the best of services.

Our focus in the coming months will be to update our training program, increase the number of hours required for training, and to continue to participate with our Police and Fire Departments on cross-training programs, as well as in-house and off site sessions that can improve our skills as Emergency Call Takers and Dispatchers.

Under the supervision of dispatcher Warren Gould all our dispatchers were tested and recertified in the use of the Criminal History Systems Board teletype. Certification requirements include the study of any and all new policies and procedures as they may relate to Teletype use, as well as experiential and written tests.

In order to increase our ability to conduct or training programs in-house, Dispatcher Kara Fitzpatrick attended a two day Train-the-Trainer program conducted by the Statewide Emergency Telecommunication Board for certification as an instructor for 911. As a trainer she will be able to teach, test, and certify our new employees on-site, saving our department, the time and cost of having to send our dispatchers off-site for this purpose as we were required to do in the past.

Our in-house statistician John Bain has once again provided the report on our annual activities.

THANKS TO ALL OUR DISPATCHERS FOR ANOTHER YEAR OF EXCELLENT WORK.

Elizabeth Russell, Director of Communications

John Bain, Warren Gould, Kathleen Zolla, Paula MacDonald, Kara Fitzpatrick,  
Paul Polonsky, Wendy Charest, Barbara French, David Irving, Ron Dole,

**COMMUNICATIONS STATISTICS  
TOWN OF BOXFORD**

Year totals - 1998

ALARMS	BURGLARY	FIRE	EQUIPT. FAILURE	OPER. ERROR	TRUE BURGLARY/FIRE	BILLS POSTED NOTICES
<b>CALLED IN PRIVATE</b>	792	49	74	213	86	213
<b>BOARD KELTRON</b>	148	8	23	18	5	20
<b>TOTALS</b>	940	57	97	231	91	233

PHONE	POLICE	FIRE	DPW	COMM	TOW	AMBY	ACO	WLK IN	911	TOTAL
<b>IN</b>	20579	6167	610	2047	43	55	4078	3867	1172	38618
<b>OUT</b>	4137	4078	189	1028	200	224	2020	0	111	11987
<b>TOTAL</b>	24716	10235	799	3075	243	279	6098	3867	1283	50605

AMBULANCE	LYONS	AMR	CRUISER	OTHER	CANCEL/NO XPORT	GRAND TOTAL
<b>TOTALS</b>	141	54	0	4	- 34	156

WRECKERS	SCOTTY'S	TROMBLY'S	OTHER	CANCELLED	GRAND TOTAL
<b>TOTAL</b>	144	41	6	- 2	189

MISCELLANEOUS NOTES:

## **POLICE DEPARTMENT**

In 1998 the Boxford Police Department implemented many new innovative programs in the continuing spirit of community policing. Our endeavors are as follows:

The department purchased two mobile defibrillation units for response to any cardiac emergency. These small portable units are in patrol twenty-four hours every day as the police patrol the Town. In May, Officer Bruce Klinger assisted by Lieutenant Robert Hazelwood and Fire Captain Al Beardsley saved a man's life with one of these units. The purchase of the units was accomplished through Commonwealth of Massachusetts Community Policing grant monies awarded to this department. Officer Peter Orlando deserves special credit for his diligent effort to coordinate this life saving program with the interfacing agencies and to insure that all Officers received the mandated training.

To enhance the department's ability to provide service to the community and to maintain the quality of life the Town enjoys, a Commercial Vehicle Enforcement Unit was developed to monitor heavy vehicle traffic using Town roads. This unit utilizes portable scales purchased through state grant monies to weigh vehicles suspected of being overweight and also enforces all motor vehicle laws. Officer Thomas Nentwig, the highway safety officer for the department and Officer Brian Williams have worked hard in this unit and that work has paid off.

Domestic violence is a situation that requires immediate intervention by the police. To enhance our ability to respond to these serious calls for services the Domestic Violence Unit was formed to augment initial response providing individual case management. Dialing 887-0891 can access the unit. A Dispatcher will contact the on call officer. In an emergency situation, DIAL 911 for immediate intervention. The unit consists of Lieutenant Paul Bates, Officers Susan Longo, James Riter and John Iannazzo. This program is financed by an awarded state grant.

The Boxford DARE program is in its seventh year. Each year the efforts of the program increase to keep pace with the growing sixth grade population. Officer Susan Longo graduated one hundred forty eight students in 1998.

Inspector Robert Hazelwood was promoted to the rank of Lieutenant in March. Officers Robert Corliss and Louann Bonny were promoted to fill existing full-time vacancies in the department.

As Chief of Police, I extend my appreciation to the residents of Boxford, the Board of Selectmen and all other boards, committees and departments for their support and cooperation.

Gordon A. Russell, Jr.  
Chief of Police

**Boxford Police Department**  
**Incident Statistics - Totals by Incident Type for the Year 1998**

Incident Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A05 - HOUSEBREAK	1	1	1	1	1	2	2	1	1	1			12
A06 - LARCENY	1		2	6	2		1	1	1	5		2	21
A07 - M.V. THEFT	1				1		1	1	1		1	1	7
A08 - NON AGG ASSAULT						1							2
A09 - ARSON-BOMB		1											1
A10 - FORGERY					1								1
A11 - FRAUD							1		1				2
A13 - STOLEN PROPERTY	4	4	3	3	5	3	5	8	2		1	4	42
A14 - VANDALISM	11	10	14	19	8	15	22	8	11	8	6	10	142
A17 - SEX OFFENSES							1						1
A18 - DRUG VIOLATION			1		1	1	1		1		1		6
A20 - OFF AG. FAM/CHI		1	1										2
A21 - O.U.I.L.	1	1		1						4		1	8
A22 - LIQUOR VIOL.								1					1
A24 - DISORDERLY											1		1
A26 - OTHER NON M.V.								2					2
A28 - CURFEW VIOLATIO			1										1
A29 - RUNAWAY							1						1
A30 - REPOSESSED M.V.			1				1						2
A31 - TRESPASS	2		2	4	2	5	4	1	7	4	3	5	39
A32 - CIVIL COMPLAINT						3	1	2	2	5	2		15
A34 - THREAT/HARRASS	1	1	2		1	4	4	1	1	2	2	1	20
A35 - WARRANT ARREST	1		1	1	1		2	1	1	2			10
A36 - SUMMONS/209A	1	5		2	2	3	4	4	3			1	26
A37 - LOCAL ORDINANCE	1	1	1		3	5	6	9	4	5	4	2	41
A38 - MISSING PERSON	2		1		2	1	3	2	2	2	1	2	18
A39 - LOST/FOUND PROP	2	5	2	5	2	5	4	5	6	3	3		42
A40 - DISTURB. GENERAL		3	1	1	1	3	3	3	2	1	1	2	21
A41 - DOMESTIC	1		4	4	1	1	3	5	6	2	5	3	35
A42 - DISTURB. GATHER		1	2	1	4	1	1		2		1		13
A44 - DISTURB. SCHOOL					2						1		3
A45 - NOISE COMP.	2	1	2	5	7	0	18	8	12	6	6	1	78
A46 - PHONE CALLS	2	3	3	4	3	7	6	3	3	5	3	2	44
A47 - SUSP. ACTIVITY	27	25	44	33	31	39	47	43	27	35	22	26	399
A48 - PROWLER						1	2						3
A49 - LITTERING	1		2		1	3	1			2	1	2	13
A50 - GENERAL SERVICE	8	6	14	31	13	7	7	10	10	8	10	8	132
A51 - OFFICER WANTED	13	9	15	24	16	12	29	18	23	13	14	11	197
A52 - ESCORT		1		1				1					3
A53 - PRISONER TRANSP			2					1					3
A54 - ASSIST PERSON	7	6	9	4	15	10	9	8	6	12	6	3	95
A55 - PROPERTY CHECK	27	23	35	48	51	51	86	51	49	43	39	31	534
A56 - MESSAGE DELIVER	1	5	1		2	1	7	4	1	1	1	2	26
A57 - ANIMAL COMP.	14	7	8	10	13	21	24	20	8	8	15	17	165
A58 - ASSIST AGENCY	3	3	10	4	10	14	3	6	4	7	6	2	72
A59 - ASSIST D.M.V.	17	15	27	20	38	33	26	24	16	21	16	22	275
A61 - PSYCHOL. AIDE	3			2		2	4		1				12
A62 - MEDICAL AIDE	7	18	18	20	17	16	16	10	19	18	15	14	188
A63 - REPORTED DEATH							1			1	1		3
A64 - OPER. CONCERN	2	3	3	1	1	1	1		3			3	18
A66 - FIRE CALL	22	24	21	38	16	31	23	21	21	16	17	26	276
A67 - BURGLAR ALARM	62	79	92	79	86	86	99	93	84	85	49	75	969
A69 - ASSIST OTHER PD		4	3	4	3	8	8	4	6	7	4	3	54
A70 - TRAFFIC/HV COMP	90	112	195	224	193	206	149	148	101	122	147	157	1844
A73 - SPEEDING COMP.	1	2	4	3	1	3	2		1	6	1	4	28
A75 - P.I. ACCIDENT	3	1	4	3	6	3	3	2	2	4	1	3	35
A76 - NON PI ACCIDENT	22	8	9	11	11	6	6	6	6	10	10	8	113
A77 - TRAFFIC/PARKING	12	4	10	19	22	21	25	16	31	31	21	29	241
A78 - ABANDONED MV	1			2	4								7
A80 - ABANDONED 911	3	5	5	5	3	6	10	6	5	7	1	4	60
A89 - TREE/WIRES/ETC	2	6	2	1	6	10	6	1	5	6	4	1	50
A97 - RECOV. STOLEN	1								1	1			3
CHV - COM.VEH. STOP												30	30
TOTALS	383	405	577	644	610	661	689	559	499	520	443	518	6508

## REPORT OF THE BOXFORD FIRE DEPARTMENT

The Boxford Fire Department wishes to make the following report to the citizens of Boxford for the year 1998:

### Responses to Calls for Assistance

Structural	2	Brush, grass, woods	48
Electrical:		Investigations:	
Inside	9	Smoke in house	1
Outside	16	Smoke in area	11
Heating	11	Other	10
Appliances	5	False Alarms:	
Cooking	13	Home	81
Vehicle:		School	22
Fire	19	Other	23
Accidents	11	Mutual Aid	9
Medical	38	Medical Aid Calls	230
Chimney	7	Cellar Pumping	15
CO Detector Alarms	11	Miscellaneous	5

Total Medical Patient Care Services: 289

### TOTAL RESPONSES

597

**Training** Training continues to be a top priority for the department and 1998 saw the introduction of some new and different training methods. In early 1998 we began utilizing the State Fire Academy as a resource for continuing fire training, firefighting, and how to handle elevator emergencies. These classes were both entertaining and informative, loaded with details our firefighters can utilize. In the last half of 1998, the officers evaluated additional training needs and developed a series of training classes geared toward handling structural fires. This training paid off in averting a potentially major structure fire on Valley Road during the Thanksgiving weekend. Firefighters have formal training every Monday evening from September through June, including several Saturdays, and cover a variety of subjects.

**EMS Training** The Boxford Fire Department responded to 230 EMS calls in 1998. A number of calls were life threatening and members of the fire and police departments were recognized for their lifesaving efforts. We have 23 EMT's on the department, including Captain Kerry Stickney and Firefighter Dana Whitaker, who received their certification in 1998. All EMT's must complete 24 hours of training annually, in addition to the Fire Department's training. In addition, several of our EMT's are involved with area ambulance and paramedic units.



The Police Department defibrillator was used on several calls and gave us invaluable extra time to assist heart attack victims. In April, while engaged in fighting an out-of-control brush fire in the East End of town, standby personnel at the West Station were dispatched to Lily Pond Road for a cardiac arrest. With the assistance of the Boxford Police, CPR was administered and the semi-automatic defibrillator was used. We are happy to report that the patient was able to walk out of the hospital a few weeks later, confirming our belief that with quick action and team work, defibrillators do save lives.

**Computer System** At the May Town Meeting, voters approved the purchase and installation of a computer system for the Boxford Fire Department. The computer system will allow us to expedite all of our recordkeeping needs and be better able to comply with reporting guidelines and procedures in accordance with State and Federal fire department statistical reporting requirements. The system should be installed and in use in early 1999.

**Explorer Post 911** The Boxford Fire Department continues to support and sponsor Post 911, Fire/Rescue Explorers, under the direction of Firefighter Michael Powers. The objective is to provide teenagers between the ages of 15 and 18 with an opportunity to learn to work as a team and develop leadership skills. The goal is to prepare participants to become permanent members of the Boxford Fire Department. If you would like more information on this valuable program, please call 887-5725.

**Boxford Fire/Rescue Explorers**

**Post 911**  
**1998 Roster**

Joy Fleck, Chief	Lisa Cappello
Brooke Bagge, Captain	Kristen Cappello
Andrew Wall, Lieutenant	Joe Kehoe
Cindy Moudy, Secretary	Nick Tulley
Matt Newman	Nathan King
Sam Canonica	Tyler Dechene
Adam Stickney	Kevin Whitney
Michelle Pulermo	

**FIRE PREVENTION**

**Smoke Detectors Save Lives** Again and again, evidence has shown that the proper placement of smoke detectors is proving its value for quick notification and response in fire and life safety in the community. If your home does not have smoke detectors, or you have any questions regarding their proper placement or operation, you may call Chief Perkins at 887-5725. I would be pleased to answer any questions you might have, including placement of carbon monoxide detectors.

**S.A.F.E. Grant** Much time and effort has been put into our Fire Prevention Program for children this year, and many children's groups visited the fire stations for safety demonstrations and fire prevention tips. For the first time, the Boxford Fire Department applied for and was the recipient of a state grant in the amount of \$3,566.21 from the Student Awareness of Fire Education (S.A.F.E.) Program. The S.A.F.E. Program is a fire prevention education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, specifically, the fire hazards smoking-related materials pose. The program utilizes specially trained firefighters to teach fire and life safety education. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses. This program also seeks to reduce tobacco consumption by educating our community about the fire and health hazards of smoking-related materials. With the additional funding that the S.A.F.E. grant provides, we hope to play a significant role with regards to the prevention of fire through such efforts as broadening public awareness of fire hazards and the enforcement of state laws, including those that regulate the use, sale, and storage of smoking-related materials. We will be expanding our already successful program by including awareness programs on the fire and health hazards of cigarette smoking, in accordance with the S.A.F.E. Program's mission.

**Boxford Firefighters Gift Fund** The Boxford Fire Department, through the Boxford Firefighters Gift Fund, was the recipient many memorial gifts in 1998, many donated in the memory of William J. Rossi, Jr. and Arthur M. Rollins, Sr. These funds, along with other generous gifts donated throughout the year, allow us to purchase life saving and firefighting equipment not usually covered in our annual budget. Donations to the Boxford Firefighters Gift Fund are always welcome and appreciated, as the ultimate beneficiaries are the townspeople.

**Open House** Our annual 1998 Open House, held at the West Station, was another huge success. This year the weather decided to cooperate for a change and delivered us a spectacular Saturday in early May. Interactive events included families participating in live smoke drills, free blood pressure screenings and the chance to handle a live charged fire hose. Other events included a demonstration of the "Jaws of Life" rescue tool, videos on how a fire spreads and discussions with fire personnel on a variety of firefighting topics. As always, this is a well-attended event for families and includes free balloons, photo buttons, and an opportunity for the kids to sit in a fire truck, wearing firefighter's gear. We look forward to another successful Open House next year, on Saturday, May 15<sup>th</sup>, 1999. We hope you'll stop by.

#### **Fire Prevention Statistics:**

##### **1. Number and Type of Inspections Performed:**

Oil Burner/Oil Tanks	52
Propane Tanks	31
Smoke/Heat Detectors	189
Underground Storage Tank Removal	7
Fuel Oil Tank Truck Inspection	4

Underground Water Storage Tank	6
2. Number of Smoke/Heat Detector Permits Issued For New Construction and/or Renovation	72
3. Number and Type of Field Inspections of Public And Commercial Buildings:	
Summer Camps	6
Kennels	2
Commercial	6
Churches	4
Municipal	10
Schools	11
Miscellaneous	9
4. Fire Reports Issued:	
Burned Car/Truck Reports	5
Insurance Company Requests	6
5. Fees Collected:	
Burning Permits (1,047 permits)	\$5,160.00
Blasting Permits (24 permits)	\$610.00
Smoke Detector Permits:	
New Homes/Additions and	
Fire Prevention Inspection Fees	\$11,050.00
<b><u>Total Fees Collected</u></b>	<b><u>\$16,820.00</u></b>

## BOXFORD FIRE DEPARTMENT PERSONNEL

### Chief

Peter C. Perkins

### Deputy Chief

Ted Riter

### Captains

Al Beardsley

Kerry Stickney

### Lieutenants

Rich Hertel

Ed Laverty

Bill Salie, Jr.

Shawn Stickney

### Administration

George Gould

### Firefighters

#### East

Cataldo, Ed

Edmunds, Brian

Foster, Kevin

Foster, Scott

Gould, Warren

Kanter, Don

King, Steven

McNulty, Tom - Resigned

Nutter, Josh

Perkins, Justin

Skinner, Roy

Smallman, Kyle

Stickney, Scott

Stickney, Seth

Stickney, Steve

Thibodeau, John - Resigned

Thorpe, Jim - Resigned

Whitaker, Dana

Zolla, David

Zolla, Kathy

#### West

Beardsley, Greg

Bissell, Mark

Corthell, Bob

Forgitano, Joe

Gould, Alan

Klinger, Bruce

Lucey, Al

Madden, Michael

Madden, Wendy

Nason, Jim

Powers, Mike

Prescott-Hopping, Lynne

Salie, Billy

Thomassen, Tom - L.O.A.

The Fire Department appreciates the support of all Town Boards, Police Department, and Department of Public Works. I especially want to thank the firefighters and officers for their endless dedication - these are the people who make our department the *best* in the area - and their spouses for their tremendous understanding and support.

Peter C. Perkins, Fire Chief

## ANIMAL CONTROL OFFICER

The measure of Rabies activity throughout the state is still one of the best barometers for assessing animal health and safety for all of our domestic animals. Since Rabies "arrived" in September, 1992, we have seen the predicted ebb and flow of numbers of affected wildlife reflected in the domestic contracts we have been called upon to intercede in to protect the public safety in the Town of Boxford.

Michael McGuill of the Massachusetts Department of Public Health, Division of Epidemiology, states that the number of Rabid animals tested by the Virology Laboratory so far this year is up by 1.8 fold over the amount of animals tested last year in the equivalent time period. This is an indication of the "second wave" ebb and flow effect.

The following table indicates the increases since last year's report.

Species	September 1992-October 1997 Total Positive Cases 2,145	September 1992-October 1998 Total Positive Cases 2,590
Raccoons	1,612	1,782
Skunks	392	623
Woodchucks	38	56
Cats	57	70
Dogs	1	2
Foxes	26	37
Cattle	9	9
Coyotes	3	3
Pigs	1	1
Horses	3	3
+1 Otter, 1 Fisher Cat, 1 Shrew and 1 Deer		

Locally, Positive Test results were seen in 2 Raccoons. Bats accounted for many submittals this year with no positives recorded among them. Other tests on small wildlife, squirrels, chipmunks, rabbits and/or cats resulted in negative outcomes.

It can be seen from the low Dog quotient of the Positive Rabies cases as given above that the Massachusetts State Law on Required Rabies Shot Vaccinations is highly successful. The Positives both originate<sup>3d</sup> in young dogs without proper immunization. Therefore, it cannot be stressed too strongly and too often that the simplest (and legally required) way to protect and ensure the health and safety of pets is to vaccinate on schedule all domestic animals with which we interact in our homes and on our properties. Ferrets are required to have Rabies shots just like cats and dogs. Horses should have Rabies protection due to their potential exposure while on pasture or paddock turn out.



Local issues this year have revolved around the usual loose, lost and missing dog complaints, with some increase in barking complaints. Several dog bites were also reported. People possessing large working breeds or protection breeds should be sure their animals are under control at all times, up to date on all shots and licensed. They should also check with their insurance carriers to see if they are covered in the event that their dogs of these types are involved in personal injury incidents. Many insurance carriers have a restriction on what breeds they will encompass with their coverages, based on the high incidence of liability from bites. Because the compliance level for licensing of local animals was down from last year, we do not have as good an assurance of the status of any animal potentially involved in accidents, becoming lost, having a human biting incident, etc. Licensing is required under Massachusetts Law, just the same as Driver's Licenses. Excuses such as "he never goes out of the house," or "He never leaves the yard", are completely non-valid. This law means any dog in the state six months of age and older – NO EXCEPTIONS!!! Those who persist in attempting to dodge this responsibility out their home and personal liability at risk should their unlawful, unlicensed, possibly unvaccinated animal be involved in any kind of biting or property damage incident. A citation issuance program will be more actively embarked upon in 1999 reinforcing our ability to ticket and fine unvaccinated and unlicensed dogs, nuisance law violators and other misbehaving animals. Loose livestock calls were up this year and while they are among the most troublesome and time consuming for Animal Control personnel to attend to, the greater potential tragedy is the possibility of fatal traffic accidents to these animals at the hands of our well-publicized speeding public. Please check all fences, pens and locks and enclosures on a regular basis —make sure all electrical charging systems are functioning properly. This admonition goes double for all electronic dog fencing... many of our loose dogs yearly are wearing electronics monitoring collars which have not been recharged, turned on or had batteries replaced on a regular basis.

Coyote sightings are becoming a source of many calls to the Police Communications Center. Coyotes fall under the jurisdiction of the Fisheries and Wildlife enforcement personnel and Animal Control is only allowed to intervene in extreme circumstances, such as if an animal is hit by a vehicle and needs to be instantly euthanized, or if caught in the act of attacking a domestic animal or person. We cannot randomly go out and shoot, catch or otherwise rid a person's property of coyotes. Preventative measures to keep them from frequenting homeowners' properties include secure storage of all garbage, refraining from leaving out domestic pets' food on decks, porches or in garages, discouraging excessive numbers of squirrels from bird feeding station areas by making containers as spill-proof as possible – this to discourage the squirrels from arriving and attracting the coyotes who feed on them. Keep your domestic cats indoors! Several coyotes have been sighted with cats in their jaws, trotting off to enjoy their catch! Keep smaller dogs penned and supervised unless the pen has a "roof" or "top"... coyotes will pursue and kill small pets in low fenced confines. The admonition to confine cats in particular is especially valid where Fisher Cats are known to frequent. This large, commonly dark brown member of the weasel family is a voracious predator—seen increasingly frequently and much enamored of cats as a food source. They are seen stalking and killing them year round. The only defense against them is to keep cats indoors...they are not usually at all interested in humans or even small dogs, but chickens and fowl are targets.

The short list for responsible owners' animal care would be: Vaccinate, License, obey Local Nuisance By-Laws, appropriately confine small vulnerable pets such as small breed dogs and cats. Help us to help you by putting Tags on Dogs' collars (legally required anyway), using specifically designed Cat collars in case your cat gets loose. Notify the Police Dept/Animal Control immediately if a pet gets loose and make sure any pet

sitter you employ knows to do likewise, (you should leave a veterinary number and shots record and a Person to Notify Number as well when you engage a pet sitter – particularly a friend or relative who you may assume knows more than they actually do!) If you take in a stray animal- Handle with Care – Notify Animal Control immediately...you usually will have no way of knowing its Rabies status or temperament! If possible, confine it safely to help us pick it up quickly. do not try to “hold on to it for the owner to arrive”...this is not your job now your liability concern- Notify Animal Control through the Police Department Business Number 887-8135, they will Page us.

We welcome aboard the new Alternate Animal Control Officer, Jennifer Hansen who will help us to expand our enforcement abilities and who will be available weekends to give the town complete 7-day weekly coverage for all animal Control problems. She can be reached through the Police Department Business Number 887-8135 and is on Pager.

Thanks is extended to the Boxford Police Personnel, and the Communications Center Dispatchers. Appreciation is extended to Weloset Kennel for their continuing outstanding support the Town Clerk. Town & Country Animal Hospital and the Village Reporter and Tri-Town Transcript for assistance with placing our lost and adoptive animal messages.

Helen L. Phillips, ACO



# **EDUCATION**

**Trustees of the Boxford Town Libraries**

**Elementary School Report**

**Mrs. Griffin Trust Fund**

**School Building Committee**

**North Shore Regional Vocational School Committee**

## BOXFORD TOWN LIBRARIES

10 Elm Street  
Boxford, MA, 01921  
978-887-READ

188 Washington Street  
West Boxford, MA 01921  
978-352-READ

Fax: 978-887-6352

### LIBRARY TRUSTEES REPORT

#### Trustees:

Kathleen Ulman, Chairperson	Term Expires 2001
Helen Millstein, Vice-Chairperson	Term Expires 2001
G. Edwin Hadley	Term Expires 1999
Denise Ferris	Term Expires 2000
Linda Forte	Term Expires 2001
Susan Knowles	Term Expires 2000
Linda Sivak	Term Expires 2000
Kimberly Sousa	Term Expires 1999
Dean Spofford	Term Expires 1999

**Library Director:** Adele McConaghy

The primary function of the Board of Library Trustees is to provide the highest quality library service possible in order to meet the growing needs of the community. This is a daily challenge, but one that has successfully been met in 1998 under the leadership of the Director, Adele McConaghy, and with the cooperation of a dedicated staff. Additional services have been implemented to meet the needs of the community. We have a greater number of patrons who look to this library as a place of education, research and community fellowship. This kind of growth is both vital and rewarding because the library is a reflection of the community.

The following is an overview of the accomplishments and activities at the Libraries during 1998:

#### **Buildings and Grounds**

Lighting for the parking lots at both libraries has been installed for the safety of our patrons. The grounds at both libraries continue to reflect warmth and charm due to the dedication of the Boxford Village Garden Club. Members of the Garden Club celebrated their 60th anniversary on June 12th and 13th with a luncheon under a tent erected on the



library grounds. The Boxford Village Library was in bloom with imaginative arrangements and the event was captured on video by the local cable company. The tape is available at the circulation desk.

The library was featured on the cover of the 1998-1999 Bell Atlantic Community Directory of the Andover, Boxford, Middleton area.

### **Children's Activities**

Joshua Kennedy, our children's librarian, presented many programs that were enthusiastically received. Three weekly preschool story hours are conducted and include songs and crafts. Our very popular "Tiny Tots" program for children under three is now being offered twice every other Friday at the West Boxford Library. Josh also has an afterschool cartooning class and an "Explore-a-Story" program. From stories and crafts to guest performers and festive holiday events, the activities of the Children's Department are entertaining, educational and help introduce children to the joys of reading, listening and learning. Josh and Adele McConaghy, Director, have made several visits to the schools promoting the library services. A two-day child care class was offered and conducted through the Beverly Hospital. Twenty-three local children attended and were awarded certificates upon the completion of the class. A list of available baby-sitters is available upon request.

### **Adult Activities**

One of the goals of the libraries is to serve as a cultural center for the town of Boxford. One of the most popular activities is the monthly art exhibit of local artists at the Boxford Village Library. Many thanks to Kathy Kinney for coordinating these exhibits. Piano recital at the West Boxford Library has been a well-attended annual event.

Some of the major adult activities conducted through 1998 include: book discussions, BOLT photography exhibit at the West Boxford Library, home schooling programs, children's plays, open house reception for artists, American Association of University Women Book and Author luncheon.

### **Information Technology**

Our Technology Plan is in place and functioning smoothly. We offer Internet, CD-ROMS, word processors and many on-line databases to meet the needs of the community. Also, thank you to Jan Dempsey, Assistant Director, for taking charge of the networking required for our libraries. We have added a new computer, Windows 98, a color printer and fax machine at the West Boxford Library with the cooperation of the Technology Committee.

Reference and research services continue to escalate. The libraries have remained current in the ever-expanding field of information technology with up-grades and new purchases.

Adele McConaghy took advantage of MediaOne's offer to provide high-speed Internet access service. Two MediaOne Express lines were installed at Boxford Village Library. MediaOne then filmed a half-hour documentary depicting the advantages of the new lines. The nationally broadcast video includes interviews with Adele McConaghy, Director, Robert Was, Selectman, Josh Kennedy, Children's librarian, William McGrath, library assistant, Raymond Harrold, Technology Committee, as well as other staff members.

### **Grants**

The Boxford Town Libraries received a \$21,000 award from the Northeast Regional Library System for providing materials to other libraries. Congratulations to the staff for their dedication and hard work. Greg Pronevitz, Regional Administrator, congratulated Adele McConaghy, Director and Alan Benson, Executive Secretary, for the professional services offered in Boxford. In addition, the library received a \$550 grant from the Massachusetts Cultural Council to help with the library's summer program, "Nature's Mysteries".

The Massachusetts Board of Library Commissioners and the directors of varied libraries attended a workshop on grant applications conducted at the West Boxford Village Library. In addition, the library's Long-Range Plan was updated and submitted to the Board of Library Commissioners and will enable the library to apply for federal grants.

### **Friends**

This was an especially active year for the Friends of the Boxford Town Libraries due to the leadership of President Jenny Steward. The Friends are an asset to the libraries and have been generous with their sponsorship of many successful events which include the annual Bridge Luncheon, used sports equipment sale, annual book sale, annual holiday event. Their successful fund-raisers are a credit to their hard work and dedication to the libraries and have allowed patrons to enjoy such rewards as the many museum passes offered.

### **Public Trustees**

Public Trustees of the Boxford Public Library and the Perley Scholarship funds awarded 16 scholarships to Boxford students planning to attend a two or four year college or university, a vocational or technical school, or a trade school. The names of the scholarship award recipients are listed on a plaque located at the Boxford Village Library.

Our Thanks go to the Helen Killam, President, Public Trustees who have been most generous in supplying needed reference materials and software. In Memorial to Charles Springer, the Public Trustees have made our young adult area comfortable and attractive for students with the addition of two new desks, which give them plenty of room to work.

## **Benefactors and Volunteers**

The Boxford Town Libraries appreciate the support of all the Town Boards, Committees and Agencies . Thanks to Boxford Trails Association & Boxford Open Land Trust for their donation to our conservation and nature collection. Thanks to the late Marilyn May who coordinated the glass case exhibits at both libraries. These exhibits are a great attraction and Marilyn's contribution to this effort will be sorely missed. Passes for the Isabella Stewart Gardner Museum were paid for by the Boxford branch of The Family Bank. Many thanks go to our volunteers who help out year after year. These volunteers assist us immensely in providing additional services to the community. Special thanks are extended to: Ruth Ackerman, Vicki Bakker, John Belyea, Albert Cayot, Phyllis & George Fischer, Stephen Knowles, Jean Larson, Rachel Lyng, Phyllis Raimo, Matt Rossman, Warren Sage, Jack Tuttle and Kate Whitney.

The Libraries are a reflection of Boxford's hopes, growth, and vitality. As the town grows, the Libraries will strive to meet its cultural and informational needs.

## **Statistics**

Twelve months ending December 31, 1998.

Number of New Patrons Registered in 1998: 782

### **Holdings:**

Books	66,910	Total Circulation:	96,543
Videos	1,783	Total Hours Per Week:	87
Audio Tapes	1551		
Magazines	197		
Newspapers	18		

## **SCHOOL COMMITTEE REPORT**

### **School Committee**

Nancy Taylor, Chairperson	Term Expires, 1999
Ann Knight, Vice Chairperson	Term Expires, 2001
Robin Phelan	Term Expires, 1999
Diana Dusel	Term Expires, 2001
Amy Hourihan	Term Expires, 1999
Kurt Erensoy	Resigned, May 1998
Kathryn Whitney Mansfield	Resigned, June 1998

School Superintendent, Joseph J. Connelly, Ed. D. (Resigned, August 1998)

Interim Superintendent, Thomas M. Reis

Assistant Superintendent, Bernard F. Creeden, Ed.D.

Administrator of Special Education, Cheri Webb, Ph. D. (Resigned, June 1998)

Frank Scott, Ph.D.

Director of Facilities and School Operations, Kevin McGann

### **School Committee Operation**

The Boxford School Committee meets once per month with a formal agenda (3rd Thursday) and at least once per month for a working session throughout the year. Typically, meetings are held at Cole School. All meetings are posted at Town Hall and are open to the public as described in the State Open Meeting Law. Media One generally tapes or broadcasts the regular monthly meeting.

The School Committee has all the powers conferred on it by state law and must perform those duties mandated by the state. Its responsibilities are varied but relate primarily to policy determination. Some of the duties of the School Committee include:

- \* Preparation of an annual budget
- \* Approval of curriculum and materials
- \* Collective bargaining
- \* Program evaluations
- \* Planning school services
- \* Public relations

While the School Committee acts directly as the policy making body relative to general educational policy, it does not operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, staff, School Councils, PTO, parents and the community. This input is generated through written and verbal communication within the school community, biannual Open Forums on pertinent topics ( e.g. curriculum revision) and working closely with other Town Boards and committees. Individuals and groups wishing to address the School Committee at a meeting may do so on the agenda under "Remarks from the Public" or contact the chairperson by telephone or in writing.



## **School Committee and Administration Milestones**

In May of 1998, Kurt Erensoy resigned his position after serving one year on the School Committee. In June of 1998, Kathryn Whitney Mansfield resigned her position after serving one year on the School Committee. Mrs. Mansfield was instrumental in establishing the Committee For Academic Excellence during her year of service.

In June of 1998, Dr. Joseph J. Connelly, Superintendent of Schools for the Tri-Town School Union, resigned to accept the Superintendency of the Stoneham Public Schools. Dr. Connelly had served as Superintendent of Schools since March of 1986. In July 1998, Mr. Thomas Reis was appointed by the Tri-Town School Union Committee to serve as the Interim Superintendent of Schools for the 1998-1999 school year.

In June of 1998, Dr. Cheri Webb accepted the position of Director of Special Education in the Andover Public Schools. Dr. Webb had served one year. Dr. Frank Scott was appointed to the position of Administrator of Special Education in July after an extensive search process conducted by a committee made up of school committee members, teachers, administrators, parents and the Superintendent of Schools.

## **Strategic Planning/District Goals**

In January of 1994, as part of their strategic planning process, the Boxford School District drafted a Mission Statement and a set of Core Values to serve as the foundation for future goal setting and decision making. These were refined through an open process involving parents, staff, and the entire school community. The adopted statements are as follows:

### **MISSION STATEMENT**

The Mission of the Boxford Elementary Schools is to provide the foundation for academic excellence, and the social and emotional support for children to meet the challenges of citizenship expected of lifelong learners in an increasingly technological and interdependent world.

### **CORE VALUES**

The Core Values of the Boxford School District include the beliefs that:

1. The strongest possible instructional program for children and adults is based upon quality research, world class standards, and high expectations.
2. All children can and will learn when provided equal access to educational opportunities appropriate to their needs.



3. Lifelong learning is achieved in partnership with the home, school, and community.
4. Respect for oneself, other children and adults, promotes belonging and is essential to learning.
5. Our schools are a shared resource for the entire community.

During the 1997-1998 school year the School Committee developed a new District Strategic Plan for the period 1997-2000 which defines targeted activities and measurable outcomes in support of District Goals.

The District Goals for 1997-2000 are as follows:

1. **Academic Excellence Strategic Goal:**  
To provide a comprehensive assessment of school performance and achievement by gathering key data and conducting research in a full range of areas including but not limited to national test scores, curriculum evaluation measures, Massachusetts Education Reform implementation and compliance and community participation. The pursuit of academic excellence includes the delivery of the most current research based curriculum utilizing appropriate texts and materials and effective high impact professional development. The pursuit of academic excellence includes the provision of an educational environment and learning opportunities that address the diverse learning needs of students.
2. **Administrative Structure**  
To establish the most effective administrative structure for the Boxford Elementary Schools PK-6
3. **Communication and Community Relationships**  
To develop the most productive working relationships possible with other Town Boards, Town Departments, parent and community organizations.
4. **Technology**  
To continue utilization of technology as a communications and teaching tool that integrates with curriculum in a manner that: promotes more effective learning; reflects how information and resources are accessed, analyzed, and communicated in the real world ; and promotes critical thinking skills.
5. **Physical Plant**  
To provide physical plant facilities that maximize the range of learning opportunities through the provision and maintenance of adequate space and equipment.

## **6. Fiscal Management**

To provide the best possible financial management tools, procedures and timelines for use by the school committee and town accountant's office to develop and manage the annual budget, special warrant articles, grants and accounts.

The major function of the Committee continues to be provision of the highest quality educational program within available funding resources. The grade level organizational structure locates Kindergarten through Grade Two at the Harry Lee Cole Elementary School and Grade Three through Grade Six at the Spofford Pond Elementary School.

The Boxford School Committee continues to support effective utilization of the school plants for educational, cultural, and community-based activities. The Horizons Program co-sponsored by the School Committee and the Tri-Town Council on Youth and Family Services continues to offer enrichment courses during fall, winter and spring terms. An extended day care program, for school-aged children, sponsored by the Merrimack Valley YMCA, is available to Boxford families. Utilizing the Cole School facility, more than fifty children are supervised in this important program either before or after school between the hours of 7:00 a.m. and 6:00 p.m. each school day. Boy Scouts, Cub Scouts, Brownies, recreational basketball for children and adults, and indoor soccer are only some of the regular weekly activities in our schools. Many town boards and committees also meet regularly in the school facilities.

## **Policy Development**

The Committee continues to spend considerable time on a systematic review and updating of its existing policy manual. A number of new policies and/or amendments to existing policies have been approved to assist in the operation and management of the school system. Policy areas addressed in 1998 included those related to: Principals (2501), Teachers Tutoring (4016), Salary Schedule- Custodians (4310), Salary Schedule- Cafeteria Personnel (4320), Salary Schedule- Library Aides (4330), Salary Schedule- Instructional Aides (4703), Student Enrollment- Entering Age (5001), Student Solicitations (5005) and Student Field Trips (6016).

## **Administrative Structure Task Force**

Consistent with the 1997-98 Boxford School Committee District Goal, "to research the financial and educational impact of establishing an independent PK- 6 administrative structure for the Boxford Public Schools," the Administrative Structure Task Force held its first meeting on March 12, 1998. The Task Force consisted of representatives from the Boxford School Committee, Board of Selectmen, Finance Committee and community members. In August 1998, the Task Force issued its report recommending that the Boxford School Committee take all necessary steps to pursue dissolution of the Tri-Town Union and establish its own Superintendency and central office. The School Committee accepted the Task Force Report that same month. The Task Force Report is available in its entirety at the Town Clerk's

Office and at the Boxford Town Libraries. Based on the recommendations of the Administrative Structure Task Force, the School Committee sponsored a non-binding warrant article, at the October 27, 1998 Special Town

Meeting, asking for town support to renegotiate the existing Tri-Town Union Agreement with the Middleton and Topsfield School Committee, or failing that, to pursue dissolution of the Tri-Town Union. The warrant article was approved by the Town Meeting. Negotiations with the school committees of Topsfield and Middleton began in November and will continue into 1999.

### **Committee for Academic Excellence**

In February, the School Committee established the Committee for Academic Excellence to conduct data-driven research into a number of areas critical to achieving academic excellence in our elementary schools. The CAE consisted of a School Committee member, the building principals, the assistant superintendent of schools and seven community members. Specifically, the CAE was charged to:

1. Develop criteria to identify top performing school districts.
2. Identify the top performing school districts in Massachusetts.
3. Compare Boxford's schools to these "bench mark" schools.
4. Determine how Boxford's schools are similar to the "bench mark" schools.
5. Compare how Boxford's schools are different from the "bench mark" schools.
6. Report what lessons can be learned that would assist the school committee and the schools to continue along the road to academic excellence.

The committee's scope was limited to academic issues. Many other equally important topics such as Special Education, Art, and Music were not studied due to the charge of the committee. The CAE final report was accepted by the School Committee in November. The School Committee is using the report to generate goals for the district and school improvement plans and for long range planning in curriculum, teacher planning time and resource allocation.

Here is a summary of the key findings of the CAE:

1. Bench mark schools provide significantly more planning time for teachers, especially in small groups by grade level. This time is provided daily or weekly. The bench mark schools strive to provide consistent teaching methods from class to class based on what has worked best. Boxford's teachers work more independently, because no mechanism exists for them to plan as a group.

Professional development at the bench mark schools is a pillar of their success. Their professional development is centrally coordinated, tightly aligned with curriculum goals and very time consuming.

Their in-house professional development is more significant than off-site courses. Early release is the main source of professional development time. Boxford has a smaller professional development program, in comparison to the bench mark schools.

2. Continuous curriculum development is the other pillar of success for the bench mark schools. In broad terms, two models exist within the bench mark schools.

The most common is the "strong academic leadership" model. This system has clearly defined staff in charge of all or part of the curriculum (such as reading specialists, math curriculum coordinator, language arts coordinator, curriculum developers with no other responsibilities, etc.). These people have accountability for success or failure. They in turn train and assist teachers in curriculum development, class planning, and in classroom support. The teachers receive a great deal of support and are active participants in the planning. The teachers do not lead the fight--they are captains, but not generals.

The second model is a variation of the first, called "self leadership." In this system the teachers plan and organize themselves by grade level. This was seen in small districts (fewer than 450 students) who also had average seniority of twenty plus years and few new hires.

3. Textbooks and purchased curriculum are seldom used in the bench mark schools, except for math. Boxford uses more textbooks than most bench mark schools, but is in the process of reducing the use of textbooks.

4. Boxford's class size compared favorably, on average 10% smaller than the bench mark schools.

5. Boxford spends more "time on learning" (class time) than the bench mark schools. This is true for academic subjects and total class time. The bench mark schools achieve very impressive results, with below average "time on learning".

6. Boxford spends less money than the bench mark schools per pupil. This is due in part to 1) a younger faculty, 2) fewer teachers with masters degrees / credits, and 3) less support staff, such as curriculum coordinators and business managers.

Boxford's teachers compensation is a little lower (about 8%) than the bench mark average. Variations in the teacher pay explain only a small portion of the difference in per pupil spending. Most of the spending difference (nearly \$38,000 / class) comes from nonacademic areas, such as administration, transportation, maintenance and other areas.

7. To copy nearly all the best practices of the bench mark schools would require little additional spending. Many changes would cost nothing at all.

8. Nine of the twenty one bench mark schools are in split districts--they do not have a high school in the district. All nine actively avoided coordination between the districts that feed the regional high school.



9. Many bench mark schools actively measure, monitor and test academic achievement. This information is shared with the town, and used to identify programs and subjects that require improvement.
10. Our principals receive fewer administrative resources than at the bench mark schools. Business managers, student service coordinators and curriculum coordinators typically support the principal.
11. Most bench mark schools provide approximately 45 minutes / week for technology, as does Boxford. There was a wide variety of uses and approaches to computers, with no clear relationship between technology and academic success.
12. The patterns and trends found in the bench mark schools are clear, significant and wide spread.

Copies of the final report are available for review in the school and town libraries and on the School Committee web site at [www.boxfordschools.org](http://www.boxfordschools.org).

### School Management

Principals are responsible for the daily operation of each school. This includes curriculum, instruction, personnel matters, student issues and the physical plant. School Councils are in place in each school. Members include the principal, parents (elected), teachers (elected), and a community member (appointed by the principal). The role of the School Council is to advise the principal on areas of school improvement. Meetings are generally held on the second Monday of each month and are open to the public.

The Superintendent is appointed by the Tri-Town School Union Committee (Superintendency Union 58). The School Union Committee jointly employs the Superintendent (PK-6), Assistant Superintendent, Administrator of Special Education, Assistant Administrator of Special Education (part-time), and Director of Facilities and Operations as well as the secretarial and bookkeeping staff of the Central Office. The Superintendent acts as the Chief Executive Officer of the School Committee in the operation of the schools.

### School Enrollment, October 1, 1998

	(PS)	K	1	2	3	4	5	6	
Harry Lee Cole School	(74)*	134	153	126					413
Spofford Pond School					153	140	142	153	588
DISTRICT TOTAL									1001



\* An Integrated Pre-School program was established at Cole School in September, 1997. Seventy-four students are enrolled in this program. These students are not included in the 1001 official October 1, 1998 enrollment total.

### Enrollment Trends - Past Ten Years

	<u>Total K-6</u>	<u>Increase</u>	<u>% Increase</u>
1989-90	643		
1990-91	681	+38	5.9%
1991-92	711	+30	4.2%
1992-93	767	+56	7.9%
1993-94	817	+50	6.5%
1994-95	873	+56	6.9%
1995-96	925	+52	5.9%
1996-97	975	+50	5.0%
1997-98	995	+20	2.0%
1998-99	1001	+ 6	1.0%

The above figures indicate an increase in enrollment in the Boxford Elementary Schools of 358 students over a ten year period. This represents a 56% increase in the student population over this time period.

### Fiscal

The budget development process is an extensive and involved task during which the Committee must make difficult decisions to bring into balance both the financial concerns of the community and elements of high quality, appropriate educational services. Increasing costs associated with increased enrollment, supplies and materials, school transportation, special education, building maintenance, and modest salary increases, must be addressed with consideration of uncertain fiscal support from the state.

The School Department operating budget for the year 1998/99 is as shown:

General Administration and Supervision	\$ 455,104
Instructional Salaries	\$ 2,445,282
Instructional Materials	\$ 293,633
Curriculum Adoption	\$ 49,780
Regular Transportation	\$ 315,705
Fuel and Power	\$ 116,227
Building Operations and Maintenance	\$ 285,799
Special Education	\$ 902,107
Other School Services	\$ 73,172
TOTAL	\$ 4,936,839

## Grants

During fiscal year 1998 the Legislature and Governor established the Foundation Reserve grant program to supplement Chapter 70 aid in those communities facing exceptional and unique circumstances in meeting their educational responsibilities. In FY98, Boxford received a \$ 49,000 grant for general municipal relief because of high enrollment increases experienced in recent years. The program was continued for FY99 by the Department of Education. The basis for the proposal submitted was to relieve excessive reduction in the school operating budget due to excess debt and increases in required education spending for FY99. In December, the Boxford Public Schools were awarded an \$80,000 grant to be used for any expenses related to the public school system, at the discretion of the school committee. Funds under this grant had to be used to supplement and not supplant funds previously appropriated to the school committee.

In the area of Special Education, the Public Law 94-142 is a federal grant that partially funds a special needs teacher, and a special needs teacher aide. An Eisenhower Math and Science Grant continues to support staff development programs in elementary mathematics, science, and technology integration. A Federal Title VI Grant was used to extend the implementation of technology in the two schools.

The school systems of Boxford, Topsfield, and Middleton, including Masconomet were awarded for the fifth year a Comprehensive Health Education and Human Services grant by the Commonwealth of Massachusetts. This grant is used to offset part of a school counselor's salary as well as to support health curriculum implementation, teacher training and parent education  
K-12.

The Massachusetts Department of Education funded a Special Education Curriculum Frameworks Grant which was used to increase the access of special education students to the general regular education curriculum.

The Tri-Town Educational Foundation is a non-profit local citizens' group that raises funds for the sole benefit of the Topsfield, Boxford, Middleton Schools and Masconomet. During the 1997-1998 school year, funding provided by the Tri-Town Educational Foundation supported innovative program initiatives totaling more than \$30,000.00 in area schools. Since 1986, the Tri-Town Educational Foundation has raised more than \$175,000 in the Tri-Town communities and has funded more than 150 innovative programs. Projects funded at the Cole and Spofford Pond Schools in 1997-1998 included: "Connections in Clay", "Art Across the Curriculum" and "Where in the World Are Awesome Authors?".

The Spofford Pond School participated in the "Real Connections" program through a grant funded by the Bell Atlantic Ed Link Program. This grant enabled fourth graders from Spofford to be involved in a project with other fourth grade classes from Lawrence, Beverly, Topsfield and Middleton.

The Boxford Elementary School Trust was established in 1997 to support additional funding to aid in curriculum enhancement at the Cole and Spofford Pond Schools. For the 1998-99 school year B.E.S.T. awarded more than \$18,000 in curriculum grants. An additional \$3,700 was designated for the Harriet

Ernst Endowment Fund. Projects supported by B.E.S.T. grants for 1998-99 include: Accelerated Reader, Year Two; Changing Families, Weather Station, funded by the Harriet Ernst Endowment Fund; Phonemic Awareness; There's No Place like Home, Year Two; Multiple Intelligence's Centers and Activities; Spelling Mastery Through Literacy; Upclose and Personal; Math Resources; American History Video Collection, Year Two; Gold Rush: Adventures in a Frontier Mining Camp; Ancient Bookmaking; and Far Out Physics, underwritten by the Perley-Parkhurst-Cole Trust Fund.

**Educational Reform**

During the 1997-98 school year, the second administration of the State Grade 3 Reading Test took place in April. Results indicate that 94% of Spofford Pond School third graders achieved performance at the Proficient or Advanced Reader level while 3% achieved performance at the Basic Reader and 3% of the students were considered to be Pre-Readers. Statewide results indicated that 68% of students scored at the Proficient or Advanced Reader Levels; 21% scored at the Basic Reader Level and 6% at the Pre-Reader level. Results for 1998 indicate an increase of 6% in the percentage of students demonstrating proficient or advanced skills in reading. Third grade students performing at the Proficient Level identify ideas and information suggested by, but not explicitly stated in, the text that they read. They can recognize cause-and-effect relationships, predict likely outcomes, draw appropriate conclusions, and determine the main ideas in a text. Third grade students performing at the Advanced level generalize about ideas and information in the text that they read. They can extend the meaning of a text to other situations, identify the author's point of view/purpose, recognize aspects of mood/tone/style and identify the meaning/purpose of non-literal language.

Fourth Grade students participated in the first administration of the Massachusetts Comprehensive Assessment System (MCAS) in May. Students were tested in Mathematics, Science and Technology, and English Language Arts. Students were asked to respond to both multiple choice and open ended performance questions designed to measure mastery of learning standards contained in the State Curriculum Frameworks. First year results will serve as a benchmark for future improvement. Comparison of results for Spofford Pond students with the state as a whole were as follows:

	Advanced		Proficient		Needs Improvement		Failing	
	State	SP	State	SP	State	SP	State	SP
English Language Arts	1%	1%	19%	38%	66%	57%	15%	4%
Mathematics	11%	18%	23%	31%	44%	42%	23%	9%
Science and Technology	6%	12%	42%	59%	40%	27%	12%	2%

Results for all state tests are available in the school offices and can be found on the Massachusetts Department of Education web site at [www.doe.mass.edu](http://www.doe.mass.edu).

## **Curriculum Development**

In accordance with the regular curriculum development cycle, a broad-based Elementary Science Committee consisting of teachers, administrators, and parents from Boxford, Topsfield, Middleton and Masconomet was initiated in 1996 to begin the review and research phase of the process for renewing this curriculum. An extensive review of research, literature, and successful practices will serve as the foundation for the system wide philosophy and curriculum resource guide for learning standards and content designed to meet the State Curriculum Frameworks. The 1997-98 school year served as a field test year with classroom teachers reviewing proposed units and materials under consideration for inclusion in a revised curriculum. The first year of a two year implementation was initiated for 1998-1999.

The Disability Awareness Starts Here (D.A.S.H.) Program completed its fourth year of implementation. This program involves teachers and parents and children in a joint effort to help all involved become more aware and understanding of persons with disabilities and to foster sensitivity and willingness to accept differences in each other. The D.A.S.H. Program is coordinated by a Parent Board of Directors and many community volunteers. In 1997-98 the program was implemented in four grades. Grade two students experienced a unit on blindness; grade three students a unit on deafness; grade four students a unit on hidden disabilities including learning disabilities, asthma, diabetes and epilepsy and grade five students were involved in learning about the challenges faced by individuals with physical disabilities.

## **Educational Technology**

The School Committee implemented year three of its five year plan which has been approved by the State Department of Education. The focus of the plan in year three included the establishment of a technology lab to be used in conjunction with classroom computers, professional development for professional and support staff and the initiation of networking on a limited basis.

This plan offers a comprehensive approach designed to provide the tools, curriculum, staffing and professional development necessary to enable Boxford elementary school students to use educational technology effectively as part of their everyday learning.

The Technology Plan provides a course of action that will ultimately require the investment of nearly \$700,000 from a variety of public and private sources from 1995-2000 in order to provide improved learning opportunities across the curriculum for all students; high quality professional development for all staff; parent and community education offerings; efficient telecommunications between the schools, Central Office, Masconomet, the public library, other town offices and eventually between home and school. Year Three of the plan was implemented during the 1997-1998 school year. In Year Three, a Warrant Article in the amount of \$127,000 ,

(63% to be reimbursed by the state as part of the building expansion project), was used to purchase computer equipment and peripherals in each school. Additional funds from the School Committee operating budget have supported staff development, software acquisition and professional development.



An Educational Technology Bond Bill Matching Grant to the School Department, in the amount of \$27,690, was used to assist with the development of networking capabilities in the two schools. More than \$20,000 was also raised for technology implementation by the "Buy A Brick for Technology" fund raiser conducted through the schools.

Four underlying goals continue to direct the elementary schools' technology initiatives during the first five year plan:

1. Provide a learning environment which enables students to master the appropriate uses of technology to produce higher achievement, increased creativity, greater application of critical thinking skills and the desire for life-long learning.
2. Provide evidence of the capability of educational technology to improve student learning.
3. Prepare teachers and staff for roles as learning facilitators through continuous professional development opportunities.
4. Recognize and build on the human resources in the Boxford community to: share ideas and resources; generate strong support for educational technology; and develop partnerships which allow for the maximum use of technology to link curriculum and instruction at the elementary level, with Masconomet, with the town and regional library systems and other educational organizations.

### **Teacher In-Service Training/Professional Development**

One provision of the Education Reform Act of 1993 replaces lifetime licensure of educators in Massachusetts with five-year renewable certificates. All professional personnel must renew their certificates by June 17, 1999. This requirement has resulted in many new opportunities for professional development and in-service training at the school, district and state level. Recertification requires an educator to earn 120 Professional Development points for the first certificate to be renewed in the five-year renewal cycle. Additional certificates require 30 more hours for each area of certification. At least 60 points must be earned in the content and professional skill areas of certification, with the remainder of the points earned through activities which address other educational issues and topics that improve student learning.

Educators are also required to develop an Individual Professional Development Plan that outlines the activities in which they will engage for their professional development. This plan should focus on the goals of the school, district, courses, seminars, workshops, and conferences; school and district professional development programs; mentoring, peer-coaching, cooperative teaching; and self-directed educational projects.

The Cole School Council Improvement Plan, the Spofford Pond School Council Improvement Plan and the District Strategic Plan each place a strong emphasis on professional development and training for staff



which focus upon identified curriculum and organizational priorities as well as the diverse learning needs of children. The primary areas of focus for 1997/98 have included technology applications and integration, language arts, the diverse learning needs of children, writing across the curriculum, hands-on science and understanding teaching, and inclusion. Models for conducting professional development have included a combination of full day professional development days, after school and weekend workshops, summer institutes, locally sponsored graduate courses, study groups, curriculum committees and a limited number of early release days offerings.

The School Committee continues to provide incentives through tuition reimbursement programs beyond the school day and school district. In addition, the application of available grant funds from the State Department of Education continues to be instrumental in creating opportunities for teachers and other staff to maintain and update their professional skills. The School Committee continues to believe that professional development for staff is an important investment that will result in improved learning opportunities for children.

### **Special Education**

School districts are mandated by state and federal laws to provide special education services to those students with a special need who require support in order to make effective educational progress and to ensure that these services occur in the least restrictive environment.

As of January 1999, there were 132 special needs students in the Boxford Elementary Schools including thirty at Cole, eighty-three at Spofford Pond, four in out of district placements and fifteen preschoolers, eight of whom are enrolled in the Boxford Integrated PreSchool Program. The percentage of Boxford students (Kindergarten through 6th grade) receiving special education services is approximately 11.5% which is significantly lower than the state average.

During the 1998-99 school year, the Special Education staff has consisted of a Special Education Administrator, a part-time assistant to the administrator, a special education secretary, seven resource room teachers, one inclusion class teacher, eleven full or part time aides, three part-time counselors, two speech and language therapists, a Pre School Coordinator, two Pre School teachers and four Pre-School aides.

The support offered to students in the Boxford Schools ranges from monitoring of their progress in regular education classes and consulting with their regular education teachers, to direct instruction in all academic areas in the resource rooms. As a school system, Boxford is deeply committed to the philosophy of inclusion and continues to pursue effective ways of integrating all our children into regular education programming.

When the need for specialized support services arises, the town contracts with outside vendors. This past year several private agencies and individuals were utilized to provide occupational therapy, physical therapy, and consultation around specific disabilities.

Boxford belongs to the Greater Lawrence Educational Collaborative (GLEC) which is comprised of several Merrimack Valley school districts who come together with shared concerns. It provides programs for low incident special needs students, serves as a resource to address special education issues, and offers many needed support services including professional development.

Parent involvement in Special Education is strongly encouraged and always welcomed. Boxford, Topsfield and Middleton parents of special education students have joined together to form the Parent Advisory Council (PAC). The PAC meets regularly during the school year. It has served as an arena for parents to discuss mutual concerns, arranged for a variety of interesting speakers, created a lending library, purchased enrichment materials, sponsored fundraising and other events, and provided input into the Special Education Department's programs and policies.

### Health Services

The Health Service in the Boxford Schools is performed by Dr. Samuel Henck, School Physician, Lynne Nechtem, School Nurse at Cole School, and Rosemary Smaha, School Nurse at Spofford Pond School. The responsibilities of the health personnel include:

Mass. Vision Tests	All students	29 referrals
Mass. Hearing Tests	All students	23 referrals
Kindergarten Screening	134 students	7 referrals
Tuberculosis Testing	All new staff	
Postural Screening	Grade 5 & 6	8 referrals
Home Visits	18 families	

In addition, 16,187 ill and/or injured children were seen and treated in the health suites. There were 19 reportable accidents. Medications were administered as prescribed by physicians. Emergency medications are kept in both health suites and dispensed as needed. Mrs. Smaha and Mrs. Nechtem maintain current CPR certificates, serve on Child Study Teams, attend conferences and read publications to keep abreast of both local, state and national health concerns and issues. Mrs. Nechtem is a CPR instructor and provides training to certify staff in the Tri-Town area. Mrs. Smaha is certified in First Aid.

The school nurses are actively participating in the implementation of a three year K-12 Enhanced School Health Services Grant funded by the Massachusetts Department of Public Health. This grant supports the computerization of student health records and increased access to health services for students and their families.

All students are weighed and measured each year. Each year health records are reviewed and updated. As of November 1, 1998 all students were compliant with the state immunization requirements. As state law requires exemptions from immunizations are accepted for religious purposes only.

In addition, Mrs. Smaha taught with the fifth grade teachers and Mr. Sparkes, the Personal Growth and Development Unit of the Health Curriculum to all fifth graders. At Cole School, Mrs. Nechtem was part

of the Pre-School Screening team and tested three and four year olds for vision and hearing. Kindergarten registration was held at Cole School in February. A team of two review immunizations, check birth certificates and discuss health issues. In addition, both nurses provided HIV/AIDS training to staff and wellness education to staff and students at both schools.

**School Lunch Program**

During the 1997/98 school year, the Spofford Pond and Harry Lee Cole Schools served 67,213 reimbursable meals to the student of Boxford. The price charged for a reimbursable meal was \$1.50.

The school lunch program continues to purchase with the Metro-North Collaborative, a group of 26 schools on the North Shore. The volume bid by this group secures pricing that we could not achieve as a small system. Government commodities that were available were used to the fullest extent.

Senior citizen meals are prepared at Cole School and transported to the Boxford Senior Center. Meals are served on Tuesday and Thursday. All seniors are encouraged to participate. Please call the Council on Aging to make reservations.

Free and reduced price lunches are available to students whose families meet federally established income levels. Parents are urged to contact their building principal at any time during the school year regarding potential eligibility. Parents are also reminded that all information is confidential.

A brief statement of the finances of the 1997-1998 school year follows:

<b>Beginning Balance:</b>	\$ 11,992.67
Receipts:	\$123,127.05
Cash Available:	\$135,119.72
Expenditures:	\$131,801.14
Ending Balance	\$3,318.58

**Staff Directory 1998-1999**

Harry Lee Cole School	Grade	Appt.	Degree	College or University
Maureen Berman	Principal	1994	BS M.Ed.	Bridgewater State College Bridgewater State College
Deborah Connery	PreSchool Coord	1997	BS	Salem State College
Lisa Lessard	PreSchool	1997	BS	Salem State College
Elizabeth Kelly	PreSchool	1997	BA MS	University of Massachusetts Wheelock College

Michael Maguire	K Activity	1998	BA	Fitchburg State College
Annemarie D' Alesio	K Activity	1998	BS	State University of New York
			MEd	Emmanuel College
Brooke Guibault	K Activity	1997	BS	University of Massachusetts
Kimberly Suther	Kindergarten	1995	BS	Salem State College
Susan Giovannacci	(.5)Kindergarten	1985	BS	Salem State College
			M.Ed.	Lesley College
Debora Cahill	(.5)Kindergarten	1992	BS	Salem State College
Debra Holt	Kindergarten	1994	BS	University of Maine
Mary Anne York	Kindergarten	1991	BS	Salem State College
Mary Lee Kennefick	1	1989	BA	Westfield State College
			MA	Wheelock College
Deborah Mahoney	1/2	1974	BS	Salem State College
			M.Ed.	Lesley College
Thaya Puglisi	1	1992	BS	Salve Regina University
			M.Ed.	Salem State College
Linda Piecewicz	1	1979	BS	Salem State College
			M.Ed.	Butler University
Peggy Russell	1	1992	BS	Wheelock College
			M.Ed.	Lesley College
Carol Weitzman	1	1991	BA	SUNY Cortland
			M.Ed.	Boston University
Lisa McKenna	1	1997	BS	Texas Christian University
			M.Ed.	Salem State College
Sherry Moore	1	1973	BS	New York University
Ellen Casey (on leave)	2	1986	BS	Northeastern University
Margaret Cook	1/2	1977	BA	Principia College
			M.Ed.	Antioch College
Maureen Cronin	2	1995	BA	Boston College
Virginia Douglass	2	1964	BS	Salem State College
Terry Marcille	2	1980	BS	University of Massachusetts
			M.Ed.	Lesley College
Cynthia Olansky	2	1991	BS	Bridgewater State College
Heather Walker	2	1987	BS	Gordon College
			M.Ed.	Lesley College
Alison Barton	2	1997	BS	Union College
			M.Ed.	Cen.Conn. State College

<b>Spofford Pond School</b>	<b>Grade</b>	<b>Appt.</b>	<b>Degree</b>	<b>College or University</b>
Brent Rogers	Principal	1995	BS	Gordon College
			M.Ed.	Lesley College



Joni Jay	Asst. Prin.	1996	BA M.Ed.	Webster College Harvard University
Pamela Bateman	3	1975	BS	Framingham State College
Samantha Mercier	3	1998	BS MEd	Bentley College Simmons College
Dorothy Regan	3	1996	BS M.Ed.	Plymouth State College Lesley College
Brian O'Donoghue	3	1998	BA	University of Massachusetts
Carla Wiles	3	1997	BA M.Ed.	University of New Hampshire University of New Hampshire
Amy Bettencourt	3	1994	BA	Trinity College
Christine Cotti	3	1987	BA	Lowell State College
Shireen Rhoades	3	1995	BS	Boston College
Mary Gigandet	3	1993	BS MS	College of St. Rose S.U.N.Y. Albany
Diane Hurley	4	1997	BA MS	University of Massachusetts Simmons College
Kristen Cornell	4	1998	BA M.Ed.	College of New Rochelle Lesley College
Joanne Green	4	1992	BS	Merrimack College
Mary Mann	4	1987	BS	Framingham State College
Dorothy Pirrello	4	1990	BS	Salem State College
Arlene Price	4	1995	BS	Russell Sage College
Debra Auday	5	1987	BS M.Ed.	BIOLA University Lesley College
Richard Bateman	5	1970	BS M.Ed.	Salem State College Cambridge College
Andrea Brewster-Gray	5	1998	BS MS	University of Minnesota University of Wisconsin
Janice Maguire	5	1995	BA	University of Massachusetts
Stacey Bovee	5	1998	BS	Plymouth State College
Donna Rogers	5	1997	BS	Boston State College
Diane Harutunian (on leave)	5	1995	BS MS	Cen. Conn. State College Cen. Conn. State College
Renee Murphy	5	1996	BA	Bradford College
Jean Carosi	6	1993	BA M.Ed.	Newton College Salem State College
Kimberly Economos	(.5)6	1993	BA M.Ed.	University of New Hampshire University of New Hampshire
Jamie Becotte	(.5)6	1993	BA M.Ed.	University of Lowell University of Lowell
James Platt	6	1969	BS	Boston State College



Susan Robinson	6	1978	M.Ed. BS	Salem State College University of Vermont
Mary Ellen Sorensen	6	1987	BS	University of Massachusetts
Karin Bates	6	1996	BA M.Ed.	Haverford College Lesley College
Nancy Ames	6	1987	BS M.Ed.	University of Colorado Lesley College

Specialists	Subject	Appt.	Degree	College or University
Pauline Boudreau	Art	1991	BA M.Ed.	Mass. College of Art Lesley College
Tara Kanevski	Art	1997	BA	Westfield State College
Joanna Spinoso	Music	1993	BM	University of Hartford
Elizabeth Shepard	Instr. Music	1989	BS	Lowell State College
Kevin Zajas	(.5)Instr. Music	1998	BM	Berklee College of Music
James Turner	Music	1995	BM	Berklee College of Music
Robert Sparkes	P.E.	1977	BS	Boston State College
Margaret Costello	P.E.	1992	BS	Boston State College
Serena Caperonis	Reading	1993	BA M.Ed.	Goucher College Lesley College
Donna Morton (on leave)	Reading	1989	BS M.Ed.	Wheelock College Lesley College
Antoinette Czekanski	Reading	1995	BA M.Ed.	Framingham State College University of Lowell
Penny Rogers	(.5)Reading	1995	BS M.Ed.	Syracuse University University of New Hampshire
Nancy Rudder	SPED	1997	BS MS	University of Maine Cen.Conn.State University
Heidi Canner	SPED	1988	BS M.Ed.	University of Massachusetts Lesley College
Elizabeth Lynaugh	SPED	1990	BS M.Ed.	Emerson College Lesley College
Elizabeth Scheld	SPED	1994	BA M.Ed.	University of Maine Lesley College
Deborah Stone	SPED	1995	BS MA	St. Francis College Salve Regina College
Laura Brown	SPED	1997	BS M.Ed.	Westfield State College American International College
Nancy Hurley	SPED	1998	BS MS	Fitchburg State College University of Indiana

Susan Koniaries	(.5)SPED	1997	BS M.Ed.	University of Vermont Boston College
M. Jane Bonaventura	Speech/Lang	1989	BS MS	Emerson College Emerson College
Ellen Best	Speech/Lang	1993	BA M.Ed.	Boston College Tufts University
Joan Corradino	(.8)Guidance	1987	BS M.Ed.	Wagner College Tufts University
Virginia Simon	(.6)Guidance	1986	BA M.Ed.	Case Western Reserve Tufts University
Kristin Hudson	(.4)Guidance	1997	BA M.Ed.	University of New Hampshire Salem State College
Anne O'Brien	Library Media Spec.	1994	BS MEd	Lowell State College Salem State College
Deborah Gaillard	Library Media Spec.	1998	BA MA	University of Notre Dame Trinity College
Candyce Wainwright	Technology Spec.	1997	BM M.Ed.	University of Kentucky Lesley College

### Tri-Town School Union Central Office

Thomas Reis	Superintendent	1998	BS MEd MEd	Boston College Boston State College Framingham State College
Bernard Creeden	Asst. Supt.	1980	BA MEd EdD	College of the Holy Cross Salem State College Boston College
Kevin McGann	Dir. of Facilities	1997	BA	St. Michael's College
Frank Scott	Spec. Ed. Dir.	1998	BA MA PhD	Villanova University State University of New York University of Rhode Island
Deanne Shiningier	Asst. Sped. Dir.	1994	BS MEd	University of Oregon University of Utah

### **MRS. GRIFFIN TRUST FUND**

The Mrs. Griffin Trust Fund provides for awards, known as Mrs. Griffin Prizes, in the form of \$200.00 each, cash prizes given each year to the outstanding students in the graduating class of the Boxford Public Schools. The prizes, provided from the Fund established by her family, are in the memory of Isabelle Anne McManus Griffin, Teacher, Principal, Head Teacher and former resident of the Town of Boxford.

The fund was established in 1990 and the recipients to date are as follows:

1990	Julie Roden Dana Steer
1991	Kim Barrell Khatija Ladhani Stephen Palenscar
1992	Ashley Langer Timothy Roden
1993	Brooke Bagge Patricia McGinley
1994	Rebecca A. Guerin Paige A. McGarry
1995	Kimberly Phelan Jonathan Sandler
1996	Jacqueline L. O'Brien William LeClerk
1997	Julijš Liepims Allison Hartrich
1998	<b>Richard Keilty</b> <b>Sarah Gelinas</b>

## BOXFORD SCHOOL BUILDING COMMITTEE

Since the project is substantially complete, The Boxford School Building Committee now meets at intervals as the need arises, usually the first Wednesday of the month. The primary duties involve the monitoring and review of the contractual relationship between the Town of Boxford, the General Contractor, Shah Construction, and the Project Architect, HKT Construction and has subsequently established a relationship with Shah Construction's Bonding Company, USF&G. The Committee is working with the bonding company in our actually performing some of the outstanding punch list and warranty issue work and resolution of legal matters that arise because of the Shah termination. The Committee also continues to work with the Boxford School Committee as well as other town agencies and boards.

Since the report of 1997, the Committee has concluded our contractual relationship including all additional services with HKT Architects Inc. The Committee reports that all HKT Architect's Inc., obligations contained within the contract have been met satisfactorily. The Committee does not anticipate the need for additional architectural services on this project.

With the advice of Kopelman and Paige, Legal Council and HKT Architects Inc., Shah Construction Inc. Was terminated on the project on May 13 th with proper notice given to Shah Construction and USGF. The Committee dismissed the Shah Construction Company from the project for nonperformance in the areas of : execution of the actual work, completion of the punch list in a timely manner, and for failing to expend contract funds in the manner prescribed in the contract documents. The Committee has been working in close cooperation with the bonding company to expedite any outstanding construction and punch list items as well as warranty issues that arise. Currently, the closeout process is continuing in a cooperative effort between the Committee acting with the Town of Boxford's legal council, and the bonding company. Any costs incurred by the Town of Boxford in the performance of the project close-out is carefully itemized and deducted from the current balance on the contract now being held by the Town of Boxford. The Committee does not anticipate any financial burden or risk exposure of any kind to the Town of Boxford during this final phase of the project.

The Committee has also focused on certain construction modifications and "fit-out" adjustments in an effort to meet the requests of the school faculty and other staff. These items appear as "wish-list" requests and are acted upon by the Committee in order of need and available funds. Those funds are drawn from the contingency account and if acted upon, will have no cost impact to the Town of Boxford.

As stated in our previous reports, the project has met the needs of the community, teachers, and other staff. Although the contractor was terminated prior to project completion, the timing of that termination had no effect on the availability of the space for use or occupancy, and the quality of workmanship was not compromised. The Committee remains satisfied with status of the project and is pleased to report all project goals have been achieved.

Robert W. Russo, Chairman

Ann Knight  
Charles McCarthy  
Richard O'Brien

Andrew Fraser  
Kevin Connors  
Robert Was

## MASCONOMET REGIONAL HIGH SCHOOL

To the Citizens of Boxford, Middleton and Topsfield

Last year the Masconomet School Committee created a Vision Statement to guide its efforts in developing programs and providing services for our students. The vision for Masconomet was used this year in budget development and setting program goals - The statement reads:

Masconomet Regional School District provides a challenging educational environment for all students that:

- Maximizes opportunities for intellectual and personal growth
- Promotes learning as a life-long pursuit, and
- Encourages students to become contributing community members.

With the vision in place, the administration moved curriculum issues to the forefront of our agenda. The process works to focus our efforts in finding ways to meet our students' educational needs. We work hard to do this in a cost-effective way.

While Masconomet faces challenges of increasing enrollments, meeting education reform mandates, tight budgets, and crowded facilities, the students and faculty continue to excel. Our students scored in the top 10% of schools statewide in MCAS tests. Our athletic program won the Dalton Award for its second-place finish in Massachusetts. Art students were honored with many awards in local, state and national exhibitions. Student science projects earned recognition in the regional and state Science Fairs. The music department was selected from applicants nation-wide to perform in Disney World. Our drama groups provide entertainment for the community and enrichment for students. Our towns provide opportunities to achieve and succeed and the Masconomet community rises to the challenge.

The design phase of the Masconomet Building Project involved the entire Masconomet community during the past year. School Committee members, teachers, department heads and administrators focused on educational program requirements. Community members with extraordinary professional credentials lent their expertise as members of the Masconomet Building Committee. They worked along side the architects to design an expanded and renovated facility that will meet student and community needs for many years to come. It will be a place of community pride.

Masconomet is your school. School Committee members are your representatives. Help us to serve you better by sharing your concerns and your kudos with the administration or one of us.

Respectfully submitted,

Nancy Vose, Chair

Masconomet Regional School District



To The Citizens of Boxford, Middleton, and Topsfield:

It is a pleasure to have the opportunity to present to you each year a report on the Masconomet Regional School District. The performance of Masconomet's students and faculty is outstanding in academics, athletics, and extra-curricular activities. Excellence has become a hallmark and a tradition at Masconomet. Nevertheless, we do not rest on the strength of our past accomplishments. We are facing new challenges as the student population grows, and as we face increasing performance demands from state testing. In response to these challenges, we have, for example, increased the amount of instructional time for students, and reorganized grades 7 and 8 into a middle school approach that better suits the developmental needs of young adolescents. We are also working closely with the elementary schools on an organized effort to coordinate curriculum K-12.

We welcome these challenges as opportunities to design and implement continually improving educational programs. We seek your continuing support as we face these new challenges. Please visit us at our website at: [www, Masconomet.org](http://www.Masconomet.org), or call me or either Principal to arrange a visit to our schools. We value your interest and support, and welcome your comments and suggestions.

Respectfully,

Kathleen M. Lynch, Ph.D.  
Superintendent of Schools

## MASCONOMET MIDDLE/JUNIOR HIGH SCHOOL

Both in name and in function, we continue this year to move from a Junior High School to a Middle School - in fact, when you call us, we answer "Masconomet Middle School!". For years, we have embraced many of the tenets of middle level education, including teaming and intramural sports. As we plan for our move into our new school, we look towards it being a true middle school. Let us explain the steps that we have taken to reach that goal.

Currently, our school enrollment is about 660 students. These students are divided into six separate teams, each taught by a core of four academic teachers (English, Mathematics, Social Studies and Science. Courses in World Language, Reading, Art, Music, Health, Consumer and Family Living, Technical Education and Physical Education complete each student's schedule. With very few exceptions, students are engaged in classroom activities every period of the day. The Administration consists of the Principal and The Assistant to the Principal for Discipline. They are assisted by academic support from the district department heads, and through office support from two secretaries.

Our academic teams continue to focus on the individual cognitive and affective needs of their students by; identifying specific learning styles for each student; developing coordinated curriculum within the team; and communicating with parents, specialty teachers and guidance counselors. The team approach has provided a very successful transition between the sending elementary schools, and our subject-centered high school. Extra-curricular activities include Student Council, Math Team, Future Problem Solvers, Chefs' Club and Odyssey of the Mind - all of which are enthusiastically enjoyed by our students.

This year, with the assistance of staff from the New England League of Middle Schools (NELMS), we have taken several significant steps towards our final middle level destination. First, we completed a yearlong study and self-evaluation of our school as it now exists. The study concluded with a visit from a NELMS assessment committee. That committee, consisting of middle level education practitioners from throughout New England, stayed with us for three days, interviewed hundreds of teachers, students and parents, and followed up their visit with a comprehensive, 31 page assessment report. In the fall, we created an Assessment Steering Committee, which will lead the faculty in analyzing the report and implementing the recommendations of the NELMS Report. Finally, this year we joined a consortium of seven middle level schools throughout New England, all of which are involved with systemic change. This three-year involvement will allow us to gauge our progress towards our goal of becoming a true middle school.

The exciting efforts that are described above share an equal demand on our staff with the Curriculum Frameworks and the MCAS (Massachusetts Comprehensive Assessment System) tests. We have received, for the first time, student results from tests given to eighth graders last May in English, Mathematics and Science and Technology. Based on a study of those results, and in cooperation with the elementary schools as well as the high school, we will be adjusting our curriculum and designing remedial materials to meet the needs of all our students.

This year has been very challenging to our students and faculty. We are housed in a crowded, tired building, filled to capacity with bright and eager students. We have begun plans for our new building, involved the faculty in a fundamental educational change in direction, and continued to address the changes required by the Education Reform Act. We are fortunate to have a faculty, a student body, and their supportive parents that continue to make this school a great place in which to learn.

### SENIOR HIGH SCHOOL

The 1998-99 school year began with the second year of a successful orientation program for freshmen. The team of teachers who work with the ninth grade organized a full day Freshman Orientation program for the first day of school. This year, the entire program was designed and run by the Masco teachers, without the aide of a consultant. Again, it was a tremendous success. The freshman class has made an excellent transition to the high school. Also, a new team of teachers has been formed to focus on the needs of seniors transitioning out of high school. The teachers continue to work on expanding options for seniors during the year and the fourth quarter.

This year, a hybrid, long block schedule was continued in the ninth grade and expanded to the tenth grade. This is the first year that mathematics has been taught in a long block in grade nine. This new schedule will be monitored for effectiveness over the next few years. The new schedule did allow the school to move closer to compliance with the state Time on Learning regulations. However, the school is still not in full compliance due to cuts in the budget that required a deletion of many sections of high school classes. Currently all ninth graders are enrolled in long block classes that meet for ninety-eight minutes each in English, social studies, science, math, and world language. The tenth graders are enrolled in long block classes in English, social studies, science, and world language. All of the block classes meet on an every other day basis. The remainder of the classes meets for the traditional forty-seven minutes. The current plan is to have all students fully programmed into classes, without regular study halls, as soon as possible. This will bring the high school into full compliance with the Education Reform Act's Time and Learning regulations. It will also require a strong financial commitment from the Tri-Town communities.

The first administration of the MCAS tests in English, science and technology, and mathematics was held in May 1998. The tenth grade did respectably on the exam, but the test showed some areas of weakness. The teachers and department heads have continued working on bringing our curriculum in line with the state Curriculum Frameworks. We have also formed K-12 Curriculum Action Teams to do a thorough analysis of the test results. This will undoubtedly result in additional changes in curriculum and instruction. The MCAS tests will be administered again in English/language Arts, science/technology, mathematics, and social studies this year. Successful completion of these tests will be required for graduation beginning with the Class of 2003.

A group of teachers, parents, and students met this year to recommend changes in Masconomet graduation requirements. The School Committee approved a new set of graduation requirements in December, as a result of the group's work. Beginning with the class of 2003, students will be required to take an additional year of science, two years of world language, and complete forty hours of community

service. These are in addition to the requirements already in place. They will be required to take fewer semesters of physical education and will have alternate ways of meeting the PE requirement. The total number of credits required for a Masconomet diploma will increase from 90 to 110 credits.

The Class of 1998 was successful academically. The average SAT score for the class was 545 in the verbal area and 555 in mathematics. Ninety – six percent of the class was tested and 33% scored over 600 in verbal and 40% scored over 600 in mathematics. Seventy-three percent of the class scored above 500 on the verbal and 78% scored above 500 on the mathematics portion of the test. These scores are significantly above the state and national averages and are above those of the previous class. Eighty – three percent of the class went on to four-year colleges and 7% went on to other post-secondary schooling. The Class of 1998 had four commended students in the National Merit Scholarship Program, one semi – finalist, and one finalist. A fine job by a wonderful group of seniors.

The students are also showing an increasing interest in community service projects. This year they participated in a “Teddy Bear” drive and a drive to gather children’s books for a Boston hospital. Hundreds of students responded to the request for donations. In addition, the students and staff raised over \$1,300 and donated it to the food pantry in Lynn, *My Brother’s Table*, again this year. Last year’s donation was surpassed by over \$300. Groups of students also organized “clean up” days and spruced up the campus after school. The tradition of the St. Patrick’s Day Dinner for the elderly continued this year, and the Student Council held a holiday party for the children and grandchildren of Masco staff members. The junior class sponsored a “Bingo Night” for the senior citizens and the music department sponsored an afternoon holiday concert for seniors, as well. A group of 24 Masco students participated in a City Year project on a Saturday that involved sprucing up a Boston neighborhood. Many smaller service projects also go on each month through the Jefferson Forum and National Honor Society. Community service is becoming an important focus of the high school, and it was recently added as a graduation requirement for all students beginning with the Class of 2003.

The Symphonic Band and Jazz Band continued to present outstanding evenings of music for the community. The Singers, Chorale, and the Jazz Choir continue to grow and provide beautiful music for the Masconomet community. The recently formed barbershop quartet, the Chieftones, has been a popular group this year. They placed third in a new north shore competition for high school students. Our musical groups are requested to perform at many local events outside the school, also. Their outstanding reputation serves them and the school well. It appears that these programs will continue to expand next year as our population continues to grow.

One of the other challenges we face over the next few years is in providing adequate space for the programs we need for the expanding population. The high school staff has been working with the architectural design firm hired by the School Committee to design the new high school. This is an exciting time for all areas of the high school as the need for programs and facilities grows. Masconomet continues to be a vibrant, expanding place to learn.



## ART DEPARTMENT

The Arts Curriculum Framework Content Standards from the State Department of Education are in their second year of implementation here at Masco. After spending a considerable amount of time researching how effectively our curriculum interfaced with the Frameworks in terms of Production and Performance; Imaginative, Critical and Reflective Thinking; and Culture and History, we identified two areas to work on--the **role of art education in interdisciplinary education and technology in the art classroom.** Because of our successes our program continues to welcome visitors from school systems across Massachusetts, New Hampshire and Rhode Island to observe and share approaches and strategies. This professional dialogue is always welcome.

The Art Department has reached out to the total school community in an effort to do some cross-discipline instruction. This has taken many forms and has included a variety of departments including social studies, world languages, English, and science. Another exciting chapter in this mission came with the introduction of the Media Communications course in the high school this past fall. Media Communications is an innovative interdisciplinary venture between the Art and English Departments. It was designed to offer a variety of desktop publishing and programming activities. Students have utilized professional publishing software (Page Maker and Quark XPress) to meet the weekly "Chieftain Chronicle" deadlines as well as the somewhat longer-range publication demands of yearbook and literary magazine. This new Art/English offering retains the essence of the former Journalism course while providing an even wider array of artistic and journalistic opportunities for everyone involved.

Implementation of computer graphics technology in the studios remains a major focus for the Art Department. With the addition of two movable multimedia computer work stations equipped with state-of-the-art software we are finding that more and more students are utilizing this technology as another medium to create with visually--not unlike paint, brushes, pencils, pens, printmaking processes, photographic enlargers and chemicals, etc. The computer is a tool that is used on a daily basis in the studio and it will surely continue to grow in the future. These workstations have proven to be especially useful in the Media Communications course as well as in Art Studio I and Graphic Design classes. It is our intention to develop a computer lab that is centrally located and can be accessed by all of the art and photography classes in the near future. We are particularly interested in moving toward a non-chemical darkroom, which utilizes digitized imagery. Another way in which the Art Department made an effort to stress the significance of technology in the visual arts was to utilize "Art and Technology" as last spring's Art Festival theme. The Art Festival is held every other year and is designed to demonstrate career options in the arts. On May 2, 1997 twelve artists were invited into the school to share their work with our students and the community. All of the invited artists utilized emerging technologies in their work. All of the presentations were filled to capacity with students and members of the community. They were extremely informative and impressive. A great deal of time and effort went into this festival at little cost to the district. In kind contributions from the PAC and funding from the Tri-Town Educational Foundation and the local Cultural Councils made it a reality. The Art Department greatly appreciates their continuing support of these valuable types of programs.



The department continues to win recognition for outstanding achievement statewide and nationally through the Wang Center's Young at Arts program, the New England High School Photography Exhibition, the Marie Walsh Sharpe Foundation Fellowship program and the Art All-State Festival, among others. In the 1998 Boston Globe Scholastic Art Awards the Masconomet Regional Junior/Senior High School continued to be the winningest school system in the state--public or private! Last year, ten students presented portfolios to the College Board for evaluation for Advanced Placement credit. All received ratings of three or above. During the eighteen years of participation in this program, no student from Masconomet has scored lower than a three (the level where college credit is generally earned).

In addition to the department's thematic work, we continue to make every effort to design visual problems across the curriculum which foster critical thinking skills, encourage unique solutions, and make available a range of new methods, materials, and approaches. Through critiques, which are held regularly in all art classes, students begin to learn how to give and receive constructive criticism while putting together a body of work more commonly known as a portfolio. All of these are valuable skills which should help the students in all disciplines and throughout their lives. It is important to note here that all classes in the Art Department are heterogeneous in nature. In every class there are individuals who are working at different levels of competency and with varying levels of motivation. The goal for all students is for each of them to develop their potential more fully. This takes a good deal of individualized instruction on the teachers' parts as well as focused hard work and an openness to learning new information and taking aesthetic risks on the students' parts. With the number of success stories we observe throughout the year in our art classes it is apparent that heterogeneous grouping can be an effective model for educational instruction.

We continue to take pride in the achievements of our students and staff. It is their quest for excellence that continues to place Masconomet in the forefront of art education locally, statewide, and nationally.

### ATHLETIC DEPARTMENT

Athletics is known as the other half of education. Athletics and athletic competitions are learning environments for social and cultural understandings, assimilation of cultures, integration of races and the breaking of sexual stereotypes. Sport has become such an acceptable aspect of society that we often fail to take time to think why we participate in sport.

Masconomet provides twenty six (26) sports and fifty (50) teams for our students athletes. In the fall season we provide eight sports with seventeen teams; eight varsity, five junior varsity and four freshmen teams. During the winter season we provide ten sports with sixteen teams; ten varsity, three junior varsity, and three freshmen teams. In the spring season we offer eight sports with sixteen teams; eight varsity, six junior varsity and two freshmen teams.

The Masconomet Athletic Program won the Hyland Award and the Dalton Award for the 1997-1998 school year.

During the FY '98, 219 varsity athletes were recipients of the scholar-athlete award, an increase of fifty four student athletes over FY '97. Fifty nine athletes were All League selections. Five athletes were

selected Player of the Year in their respective sports. A middle school interscholastic program is available to girls in Field Hockey and to eighth grade boys and girls in basketball.

### **BUSINESS / COMPUTER DEPARTMENT**

The Business Education Department offers a total curriculum that deals directly with the development of business skills and techniques through a structured program which promotes both personal and educational growth. Students will be given the opportunity to investigate the areas of computer science, accounting, business management and the world of work, and to develop skills that enhance this ability to be functional numbers of society.

Masconomet's web site [www.masconomet.org](http://www.masconomet.org) has generated a sharp increase in popularity on the world wide web this year. Visitors have come from all over the world viewing information about our school, as our overall traffic has increased over 300% since last year. This site has been developed and maintained by the Computer Science students. We continue to advance the capabilities of the internet and anticipate even greater success in the coming years. Visit our site and stay up on Masconomet community information and news.

The Business Education Department's faculty has always demonstrated an appreciation for and sensitivity to the diverse Masconomet student population. We recognize the unique position of the Business Education Department to make business education an integral part of a balanced program of studies in a comprehensive school.

### **ENGLISH DEPARTMENT**

One primary focus of the State's Educational Reform Movement is to expand interdisciplinary activities for all students. The English Department endorses and uses this approach. Although we've had several such successes with various units of work 7-12, as we move into a true Middle School philosophy and format next year, interdisciplinary planning will quickly become an integral part of every major unit on each team. The more that each department reinforces reading and writing skills, the better for all students, most especially perhaps with respect to a likely increase in MCAS scores. One key activity where such joint efforts seem to be paying annual academic dividends involves the Boston College Science and Poetry Contest. For the fourth year in a row, Masconomet Seventh Graders won more awards in the contest than any other school **in the region**.

One of the prime reasons, of course, that our students continue to succeed is largely due to an energetic and well qualified staff. Reflective of their professional commitment beyond everyday classroom activities, several Masconomet English teachers deserve special recognition. **Mary Mahoney** received a grant from the Tri Town Council to purchase Jean Craighead George's The Missing Gator, a story about the Florida Everglades.

The text is part of the Seventh Grade Talking Earth unit, an interdisciplinary unit with Science that focuses on environmentalism and ecology. **Ms. Mahoney** also received a grant from Masconomet to create the Team 7 White web page over the summer. Eighth Grade teacher

**Beverly Brennan** received a stipend from the National Humanities Center in Durham, NC to attend a Summer Seminar for Teachers. The seminar "Nature Transformed" was a study of the American landscape through art, history and the environment. **Ms. Brennan** also received a grant from the Tri Town Council to teach a "Creative Writing Workshop" to Middle School students. Two of **Ms. Brennan's** Eighth Graders, Greg Mills and Christina Forker, were published in the Boston Herald's Holiday Writing Contest in December. **Cheryl Ordway's** Team 8 Red English students visited the Museum of Science in Boston during an interdisciplinary field trip with Science and Math. After viewing a special effects film at the Omni Theater, students did surveys on the topic of fear and word processed their findings in a scholarly report to earn a three subject grade. Two of **Debbie Shapiro's** seniors, Grant Whelan and Amy McLaughlin, were finalists in an essay contest conducted by The Salem Evening News. Both students were noted for their colorful and vivid language and for their sophisticated writing style. Also, last summer, teachers Mary Ann Carlson and Lee Thomas and tutor Susan Gibbons devoted much of their summer "break" to assisting the State in correcting MCAS exams. This enabled us, of course, to have an "insider's view" of the criteria used to evaluate the test.

## GUIDANCE DEPARTMENT

The Guidance Department at Masconomet utilizes a developmental approach to guidance and counseling. The purpose of this concept is to assist all students in achieving their maximum potential intellectually, socially, and developmentally during their junior and senior high school years. Programs are conducted for both cognitive and affective development to effectively support the "whole" child. With the cooperation of the health teachers, nurses, and contracted services of Tri-Town Council, orientation programs appropriate to grade level are held each year. Class size programs are presented concerning adolescent issues; small group counseling is provided, as well as individual guidance for every student and/or personal counseling when necessary. Realizing parent participation is critical to student success; the department conducts parent programs and is in frequent contact with them on an individual basis. Counselors make every effort to know all their counsels and families well. Each student has the same counselor in grades seven and eight. He/she then has another counselor for the remaining four years at Masconomet. Caring about every student is the key to the department's success.

Counselors devote much time to helping students decide how best to obtain their goals. This is done through class size meetings, small group discussions, and career interest surveys, but mostly through individual meetings. This successful developmental guidance program is aided by a close relationship between the Tri-Town Council and the Guidance Department. Masconomet contracts the services of a Peer Education Coordinator for twenty hours/week and a full-time Crisis Intervention Counselor. Working cooperatively, the two organizations present a variety of programs varying from AIDS education, to date rape issues, to sexual harassment discussions.

The Masconomet community is accustomed to a guidance program that positively affects all students. Problems seen in surrounding communities are often avoided at Masconomet due to these active educational programs. Also, the number of students accepted to quality post-secondary institutions indicates that the Masconomet system, including the Guidance Department, meets the needs of its students



## **HEALTH EDUCATION DEPARTMENT**

Health Education strives to empower students to make good, healthy choices in their lives by educating them about the dangers to health and wellness. Responsible decision making is the common thread through which substance abuse, sexuality, and disease are explored.

### **HEALTH SERVICES**

Two part-time registered school nurses, supervised by the Director of Guidance, are located in the High School and a third part-time nurse is located in the middle school. A nurse's aide has been added to the staff for clerical assistance and to help administer the hearing and vision testing. The nurses provide a variety of services which include scheduling and assisting with physical exams; advising students regarding personal hygiene; consulting with parents, teachers and counselors regarding students' health; etc. The nurses continue to maintain all student health records including all physical examinations and immunizations. Vision, hearing and scoliosis screenings are done as mandated. They also provide numerous preventative medical articles to the staff in an effort to have the Masconomet community well versed in current health topics. In addition to their regular duties, the nurses present topics to students in the classroom, on request, which has resulted in an increased number of students approaching the nurses for medical advice.

## **MATHEMATICS DEPARTMENT**

During the 1998/99 school year, the Mathematics Department has continued work correlating curriculum to the Commonwealth's Frameworks. In addition, department members have looked at assessment techniques currently being used and the type of assessment used in the Massachusetts Comprehensive Assessment System (MCAS). Meeting time and individual work have focused on analysis of results from the first administration at both the eighth and tenth grade levels as well as preparation for the next administration in the Spring of 1999. Particular emphasis has been placed on helping students become more successful in dealing with open ended questions in which students not only produce an answer but are expected to explain the thought process behind the solution. Department members are using the questions released by the Department of Education as well as generating their own. They are also using the outline of a scoring rubric provided by the state to develop a more detailed one which will be used on all open ended questions. It is believed that as students become more familiar with the format they will also become more successful. Ongoing curriculum revision is also occurring. The 1998/99 school year saw the introduction of a new seventh grade mathematics program which more fully reflects a middle school approach. Seventh grade teachers Janet Grove, Donna O'Neill and Maurice Twomey selected the text after consideration of more than a half dozen possible options. As they implement the program during the year they are working hard to assure a meaningful exploration of pre-algebra concepts and ample opportunity for problem solving. A new eighth grade program will be selected for implementation during the 1999/00 school year. This will both reflect student experiences in seventh grade as well as the demands for both content and process embedded in the state's testing program. At the high school level,

all ninth grade mathematics classes are being taught in the long block format on alternating days. Although this model provides wonderful opportunities for experimentation, student presentations and small group work, teachers continue to be concerned about the loss of coverage that occurs as a result of this. As the Frameworks and MCAS demand mastery of more content and the ability to consider a variety of solving processes, department members would like to see more time allotted for mathematics instruction for all students. As both the middle school and high school investigate scheduling options, mathematics teachers are active participants in this work.

The use of appropriate technology to improve instruction continues. All seventh grade classes have used the middle school lab to learn spreadsheets and consider a variety of applications appropriate to them. Eighth grade students use computers as part of a consumer project and/or to create multimedia presentations related to mathematical themes in Flatland. Many of the high school classes use graphing calculators regularly as part of their core instruction. Geometry classes at the high school level have also used the laptop computers for in class explorations. Particularly at the high school level, however, the use of computers for instructional/investigational purposes is severely limited by the lack of availability of a computer lab for non-computer classes.

## MUSIC DEPARTMENT

Masconomet was once again well represented in festivals at both the district and the all state levels. Eighteen students participated in the Junior District Festival, ten participated in the Senior District Festival, and seven were selected to participate at the All State Festival. In addition, the music department is pleased to recognize the dedication of a number of students have taken it upon themselves to perform and study at several prestigious music school such as The New England Conservatory and the Longy School of Music.

There were several new performing groups at the High School this year. A second section of Jazz Ensemble rehearses on Thursday evenings. The objective of this ensemble is to provide an additional outlet to those students interested in exploring jazz improvisation in a smaller ensemble setting. The Chief Tones is our new Barbershop Quartet, which took third place in its first competition. Vocal reality is a student directed vocal jazz ensemble that meets in the evenings.

During the Spring Break the Concert Band and the Singers traveled to Disney and performed as part of the Magical Music Days. The concert program featured a wide variety of music with an emphasis on music composed by individuals who have a connection to Massachusetts. Both groups were very well received and several comments were made in reference to our student's outstanding behavior.

summation, the Music Department continues to offer to its students an extraordinarily varied and high quality program; to the community we present a variety of service performances and formal concerts; and to the school we offer ourselves as good-will ambassadors always willing and able to demonstrate those outstanding qualities which make the Masconomet experience so wonderful and exciting.



## **PHYSICAL EDUCATION DEPARTMENT**

Physical Education is an integral part of our educational program. Through the varied field of activities we supplement the work in the classroom by education through action.

The Middle School program provides physical growth, development and maintenance through activities that develop strength, skills and coordination. Emphasis is on the team sports for interpersonal and social growth; coeducational activities that avoid contact: gymnastics, track and field; continued emphasis on fitness activities and the inclusion of lifetime or leisure time activities that will be used after schooling is completed.

The senior high Physical Education program has undergone major changes during fiscal year '99. Freshman and Sophmores who participate in two or more athletic activities are given a waiver from participating in the Physical Education program.

In summary, physical education is more than exercise, more than a muscle builder, more than frivolous play or having fun. Physical education also has health knowledge to impart and group experiences to offer. It has the responsibility to teach skills in lasting creative interests and to develop an appreciation of sports whether as spectator, reader, or participant. Physical education and physical activity play a vital role in guaranteeing our survival in future generations. Sound school programs of physical education are vital to developing positive attitudes toward physical activity.

## **SCIENCE AND TECHNOLOGY DEPARTMENT**

The science program involves all students in grades 7 through 10, about 85% of the students in grade 11 and 70% of those in grade 12. The number of students electing science in grades 11 and 12 is high, considering that Masconomet currently requires only 2 years of science for graduation. Recently, the School Committee has decided to institute a 3-year Science requirement, starting with next year's entering freshman class. This recognizes the central importance of literacy in science and technology in our society. The Masconomet science program offers Life Science and Earth Science in the Middle School. In the High School, we offer Physical Science, Biology, Chemistry, Physics and Earth and Space Science, and Advanced Placement courses in Biology, Chemistry and Physics and Environmental Science. We also offer electives in Human Anatomy and Physiology, Electricity and Electronics, and Environmental Science. This year we are proposing new courses in Biotechnology, and Methods of Investigation in Science (advanced project work).

In the middle school, Technology Education consists of two courses. All students in grade 8 take Technology Education and many elect to take Technology at Work, as well. In the high school, Computer Aided Design (CAD) I and II, Wood Technology I and II and Design and Technology are offered. A new course in PreEngineering is proposed for next year.

All students in grades 8 and 10 took the MCAS (Massachusetts Comprehensive Assessment System) test in Science and Technology last May. Masconomet's MCAS performance in Science in both grade 8 and grade 10 was quite respectable. Our performance in Science ranked somewhat higher than Masconomet's

overall performance. At the grade 10 level our science students ranked in the upper 10% of all schools in the state. In grade 8 it was in the top 14%. Our scaled score was only a few points below the top schools and we are already planning ways to improve our performance for next year.

Many science staff members are extensively involved in professional activities outside of the school and are making school-wide contributions. Dr. Kellogg continues serving on the Building Committee and The Technology Committee and has become a member of the K-12 Science Curriculum Action Team. His Environmental Science class recently conducted an ecological survey of School Brook in Topsfield. Daniele Lantagne of the Ipswich River Watershed Association and Meg Philpott of Topsfield assisted this group along with several other members of the Topsfield community who volunteered to accompany students on their muddy trek.

One of our major areas of focus this past year, and for the immediate future is addressing the curriculum frameworks. Even though our grade 8 students performed well on last year's test, both the grade 7 and the grade 8 teachers are making significant efforts at adapting our curriculum to more specifically address the curriculum frameworks in hopes that our students will perform even better next year.

## **SOCIAL STUDIES**

In an effort to provide students access to the resources of the community, teachers Andy Bigelow and Annie McGuire will offer an environmentally oriented summer program in Costa Rica. In the summer of 1999, Masconomet will offer a three week program of study at Ashford College in Dublin, Ireland. Students will study Irish history, culture, language, sport and art. Part of the student's day will be spent in classes, while the remainder of the day will involve field work and experiences in Irish sport and culture. While in Ireland, students will live with Irish host families. This program will offer students high school social studies credit.

Beginning with the Class of 2003, we will enter into a new course sequence in order to comply with the new State of Massachusetts guidelines. The new sequence will offer World History in grades 9 and 10 and American History in grade 11. It will take us three years to complete this alignment. We will also be offering new courses next year in World Religions and Philosophy, Ethics of Service and American Government.

## **SPECIAL NEEDS DEPARTMENT**

As is the case with the school population in general, our Special Needs programs have continued grow. Not only has our overall enrollment increased again this year, we have also expanded our program options, particularly in the Middle School.

To address the needs of our incoming 7th graders in September, we developed two new program opportunities. First, an "inclusion model" was designed for one 7<sup>th</sup> grade team. In this model, one section each of English, math, science and world cultures is comprised of selected students who are in need of additional attention, support and accommodations in the mainstream. While not all of these students are identified as having special needs through the Chapter 766 process, many are, and the others

are those who may have struggled in a more traditional mainstream setting. These sections are somewhat smaller than the others, and each class has the assistance of an "inclusion tutor". In addition, curriculum modifications and accommodations are made available for individual students, as appropriate.

Second, we have initiated a language-based, special needs program in the Middle School for selected 7<sup>th</sup> graders who require a more individualized approach to learning. The students have an opportunity to be exposed to a variety of content area information and skills development in a more self-contained setting with a very desirable student: staff ratio.

In addition, the Middle School Learning Center model continues to offer small classes in English, math, science and social studies. These classes offer skill development in conjunction with coverage of the content included in the Curriculum Frameworks mandated by the Massachusetts Education Reform Act. For the majority of Middle School students and those in the Sr. High School, special needs support takes the form of tutorial assistance. These small group tutorials assist students in skill development and often focus on study and organizational skills.

At the present time, the Department of Education requires that special needs students participate fully in the MCAS testing program. Given this mandate, we have reviewed all programs and classes in the Special Needs Department to insure that we are addressing the skills and knowledge upon which the MCAS is based. Since students will be required to pass these tests in order to receive a high school diploma (beginning with the Class of '03), it is critical that we provide direct instruction in the areas tested.

As always, our ultimate goal is to prepare our students to function successfully and independently after they leave Masconomet. Giving students the skills, confidence and self-advocacy techniques they will need is of paramount importance. Our experience with former students with whom we keep in contact indicates that, for a vast majority of our students, we are achieving this goal.

## **WORLD LANGUAGE DEPARTMENT**

The World Language Department continues to provide challenging and interesting programs for students who elect to study French, German, Italian and Spanish. In the 1998-1999 academic year, 85% of middle school students began their language education with a one quarter "Making Connections Through Languages" program (designed to give them the "big picture" of language study) followed by three quarters of French, German or Spanish. Now in its third year of restructuring, the middle school program has increased students' contact time with the target language by 225% over previous years. The program will further expand next year when the "Connections" program is eliminated (and hopefully moved to Grade 6) and students begin formal language study in September, thus augmenting contact hours by an additional 39%. This restructuring will subsequently upgrade the high school program, increase students' proficiency and better prepare students for MCAS tests in World Language.

At the high school world language offerings now include Italian I in addition to French, German and Spanish. Of the 79% of students studying language, 1% is studying Italian, 25% French, 22% German



and 52% Spanish. These percentages reflect national trends; however, the percentage of total student learning languages is considerably higher than the national average. This demonstrates a real commitment on the part of the administration, staff and parents to world language education at Masconomet.

World language students once again enjoyed many opportunities for learning beyond the classroom. Language clubs, under the direction of Antonio Hernandez III, Stephanie Moynihan, Vija Skudra, Elena Rasner and Kristen Eaton, met at least once a month to enjoy a variety of cultural experiences. Foreign exchanges with France and Germany took place. These involved 40 Masconomet students. The fourth interdisciplinary Spanish-Social Studies trip to New York was organized by Christopher Fay and Jeanne Jacobs and Elena Rasner took a group of French students to Montreal and Quebec, Canada. Many field trips such as visits to museums, the International Festival in Boston, local universities and theater productions happened as well.

**MASCONOMET REGIONAL SCHOOL COMMITTEE**

<u>Name</u>	<u>Town</u>	<u>Term Expires</u>	<u>Tel. No.</u>
Nancy Vose, Chair	Boxford	1999	887-5168
David Bassett	Boxford	1999	887-8743
Barry DeNofrio	Boxford	2000	887-9447
Nancy Fenton	Topsfield	1999	887-9817
Judy Gallerie	Middleton	2000	777-7563
Edward Gronbeck	Middleton	2000	777-5422
Pamela Hieber	Topsfield	2001	887-8653
Robert Holloway	Topsfield	1999	887-2373
Kurt Mann	Middleton	2000	750-4837
Marci Miller	Boxford	2000	887-7061
Emily Nechtem	Topsfield	2000	887-3988
Susan Richardson, Vice Chair	Middleton	2001	774-2126



SUBCOMMITTEE AND SPECIAL ASSIGNMENTS

<b>Cost-effectiveness (sub-committee-of-the-whole)</b>	S. Richardson, Chair	<b>Capital Projects</b>	B. Was, Chair J. Gallerie P. Hieber
<b>Personnel</b>	R. Holloway, Chair K. Mann M. Miller E. Gronbeck L. Nechtem	<b>Finance Committee Liaisons</b>	B. DeNofrio, Boxford E. Gronbeck, Middleton R. Holloway, Topsfield L. Nechtem, Topsfield
<b>Curriculum Subcommittee</b>	J. Gallerie M. Miller L. Nechtem N. Vose	<b>Policy</b>	S. Richardson, Chair D. Bassett E. Gronbeck J. Gallerie
<b>Communications Subcommittee</b>	M. Miller, Chair P. Hieber K. Mann N. Vose B. Was	<b>Auditing Subcommittee</b>	G. Simmons B. Was F. Hurd J. Gallerie L. Nechtem
<b>Budget Process Subcommittee</b>	S. Richardson, Chair B. DeNofrio	<b>Evaluation Subcommittee</b>	B. DeNofrio, Chair

ADMINISTRATION

<u>Name</u>	<u>Department</u>	<u>Highest Degree</u>	<u>College Received From</u>
Kathleen M. Lynch	Superintendent	Doctorate	University of Pennsylvania
Pamela Culver	S.H. Principal	Master's	Suny at Albany
Leonard Broughton	J.H. Principal	Master's	Boston University
Michael H. Kistler	Special Needs Director	CAGS	Northeastern University
Donald Doliber	Assistant Principal	Master's	Univ of Massachusetts



### DEPARTMENT HEADS

<u>Name</u>	<u>Department</u>	<u>Highest Degree</u>	<u>College Received From</u>
Joseph Casey	Physical Education	Master's	Boston State College
Leonard Emmons	Guidance	Doctorate	University of Lowell
Jeanne Jacobs	World Languages	Master's	New York University
Charles Kellogg	Science	Doctorate	Univ of Massachusetts
Roger Lauzon	Business Education	Master's	Salem State College
Richard Meegan	Social Studies	Master's	Salem State College
Walter Meinelt	Art	Master's	Mass College of Art
Walter O'Keefe	Music	Master's	University of Notre Dame
Richard Smith	English	Master's	Boston College
Denise Tenanty	Mathematics	Master's	Regis College

### PROFESSIONAL STAFF

<u>Name From</u>	<u>Department</u>	<u>Highest Degree</u>	<u>College Received</u>
Madeline Agganis	Business Education	Bachelor's	Salem State College
Emily Baldwin	English	Master's	Harvard University
Kenneth Ballon	Science/Technology	Bachelor's	State Univ. of N.Y.
Nancy Barry	Social Studies	Master's	Simmons College
Samantha Benson	English	Master's	Lesley College
Andrew S. Bigelow	Social Studies	Master's	Tufts University
Linda Biller	World Languages	Master's	Middlebury College
Alan Brazier	English	Master's	Tufts University
Beverly Brennan	English	Master's	Northeastern
Carolyn Britt	Mathematics	Bachelor's	College of Holy Cross
Roger Brockelbank	Music	Master's	University of Lowell
Debra Bromfield	Spec. Ed./Math	CAGS	Harvard
Alvin S. Brown	Social Studies	Master's	Salem State College
Maureen Butler	English	Bachelor's	Stonehill College
Donna Cameron	Guidance/Tech. Ed.	Master's	East Stroudsburg State
Mary Ann Carlson	English	Bachelor's	Central Connecticut State
Susan Carson	Educational Media	Master's	Lesley College
David Cavallaro	World Languages	Bachelor's	Boston State College
Robert Cleary	Mathematics	Bachelor's	Salem State College
Thomas Cobb	Social Studies	Bachelor's	Salem State College
Richard Craig	Mathematics	Master's	University of Lowell
Joseph Czarnecki	Business Education	Master's	Salem State College

Stuart Deane	Special Ed./English	Master's	Simmons College
Sandra Dearborn	Mathematics	Master's	Simmons College
Peter Delani	Social Studies	Master's	Univ of Mass, Boston
James Dillon	Science	Master's	Salem State College
David Donavel	English	Master's	Lesley College
Tammy Leigh Due	Science	Master's	Boston University
Kristen Eaton	World Languages	Bachelor's	Regis College
Harry Faust	Special Education	Master's	Suffolk University
Christopher Fay	Social Studies	Master's	Univ of Mass, Boston
Jonathan Felt	World Languages	Bachelor's	North Adams State
Pamela Finnigan	Physical Education	Bachelor's	Univ of Maine at Orono
Jeanmarie Fiocchi-Marden	Art	Master's	Columbia University
Diane Frampton	Guidance	Master's	Salem State College
Thomas Fratto	Technology	Bachelor's	Fitchburg State College
Roberta Freshman	Special Education	Master's	Univ of Massachusetts
David Gavron	Social Studies	Master's	Harvard University
Richard Gilson	Special Education	Master's	Lesley College
Lawrence Gregorchik	World Languages	Master's	Assumption College
Janet K. Grove	Mathematics	Doctorate	University of Manchester
Susan Haas	Art	Master's	University of Arkansas
Elizabeth Hamblet	Special Education	Master's	Simmons College
Linda Harding	World Languages	Master's	Univ of New Hampshire
Donna Harries	Guidance	Master's	Northeastern University
Antonio Hernandez	World Languages	Master's	Cambridge College
Charles Hodsdon	Science/Technology	Master's	Univ of New Hampshire
Thomas Hussey	Mathematics	Master's	University of Oklahoma
Florinda Iascone	Mathematics	Master's	Simmons College
David Jervah	Social Studies	Master's	Northeastern University
Richard Johnson	Social Studies	Master's	Salem State College
Sandra Johnson	Art	Bachelor's	Mass. College of Art
Cheryl Jolley	Science/Technology	Master's	Yale University
Nancy Jones	Business Education	Master's	Salem State College
Cheryl Kenney	World Languages	Master's	Simmons College
Julie Kenny	English	Bachelor's	Merrimack College
Roberta Kreplick	Special Education	Master's	Lesley College
Paul Lima	Guidance	Master's	Suffolk University
J. Laurence Lowe	Science & Technology	Masters	Salem State College
Carol Lund	Science/Technology	Master's	Harvard
Peter Magner	Social Studies	Bachelor's	Radford University
Mary Mahoney	English	Bachelor's	Salem State College
Anne Mannheim	Early Childhood	Bachelor's	Univ of Massachusetts
Deborah Markos	Science	Master's	Lesley College
Andrew Martinez	World Languages	Master's	Cambridge College

Claire McCarrick	Social Studies	Master's	Lesley College
Ann McGuire	Social Studies	Master's	Fitchburg State College
Susan Micus	Guidance	Master's	Boston University
Stephen Miele	Science/Technology	Master's	Boston College
Mary Miller-Charette	Science/Technology	Master's	Univ of NY/Binghamton
David Mitchell	Social Studies	Master's	Loyola University
Linda Morkeski	Educational Media	Bachelor's	Univ of Massachusetts
Constance Mosher	Guidance	Master's	Salem State College
Stephanie Moynihan	World Languages	Master's	Simmons College
BJ Muller	Social Studies	Bachelor's	Univ of Richmond
Terry Murphy	Physical Education	Master's	Norwich University
James Murray	Guidance	CAGS	University of Maine
Kathleen Natale	Mathematics	Master's	Boston College
Steven Nichols	Science	Master's	Penn State University
Edward O'Bara	Physical Education	Master's	Univ of Maine/Orono
Brian O'Cock	Music	Bachelor's	Westminster College
Donna O'Neill	Mathematics	Master's	University of Illinois
Cheryl Ordway	English	Bachelor's	Salem State College
Laurie Pearsall	Art	Master's	Mass College of Art
Douglas Peck	Science/Technology	Master's	Salem State College
Dana Picillo	Science/Technology	Bachelor's	Salem State College
Donald Pierce	World Languages	Master's	Cambridge College
James Pugh	Special Education	Master's	Lesley College
Dennis Puleo	Physical Education	Master's	Simmons College
Elena Rasner	World Languages	Master's	Moscow Ins of World Lang
Kathleen Reddington	Special Education	Master's	S. Francisco Univ.
Jennifer Reyes	Mathematics	Bachelor's	Salem State College
Theresa Richards	Science	Doctorate	Carnegie Mellon Univ
Mario Rosario	Music	Bachelor's	Westfield State College
Donna-Marie Ryan	Science/Technology	Master's	Simmons College
Russ Ryan	Music	Bachelor's	Berklee College
Ruth Ryan	Guidance	Master's	Boston State College
Susan Sanford	Art	Bachelor's	Mass College of Art
Richard Sauchuk	Science/Technology	Master's	Salem State College
Robert Serino	Science/Technology	Master's	Salem State College
Susan Lynn Shane	Music	Master's	Potsdon State College
Deborah Shapiro	English	Master's	Cambridge College
Donald Silvernail	Special Education	Master's	Salem State College
Raymond Sinnott	English	Master's	Salem State College
Vija Skudra	World Languages	Master's	Univ of New Hampshire
Anne Spraker	Educational Media	Master's	University of Wisconsin
Joyce Stoehr	Mathematics	Bachelor's	Plymouth State College
Carol Symmes	Phys. Ed./Spec. Educ.	Master's	Simmons College

Thomas Trevenen	English	Bachelor's	Jersey City State
Leonard Thomas	English	Master's	University of Lowell
Robin Tomasino	Science	Master's	Southern Conn State Univ
Linda Toth	English	Master's	Lehigh University
Maurice Twomey	Mathematics	Master's	Salem State College
Lawrence Uhrich	Science	Master's	Boston University
Linda Upper	Music	Bachelor's	Capital University
Robert Velevis	Mathematics	Master's	Simmons College
Mark Verry	Special Education	Master's	Lesley College
Herbert Vrettos	Mathematics	Master's	Northeastern University
David Walsh	Social Studies	Master's	Providence College
Nicole Walsh	Art	Bachelor's	Parson Sch of Design
Gregory West	Guidance	Master's	Tufts University
Janet Whitson	English	Master's	Univ of New Hampshire

### **ADMINISTRATIVE ASSISTANTS/ COORDINATORS/MEDICAL STAFF**

Administrative Assistant for Business.....	Steven Greenberg
Administrative Assistant To Superintendent/School Committee.....	Carol Kiley
Assistant to Middle School Principal for Discipline.....	Christopher Brown
Audio Visual/WBMT Manager.....	Glenn Walker
Bookkeeper.....	Nancy Maes
Computer Applications Specialist.....	Marie Foster
School Nurses.....	Carolyn Gregory Christine Roman Gwen Lemire
School Physician.....	Dr. Bruce Smith

### **SECRETARIAL STAFF**

Elizabeth Booye	Suzanne Olia
Elaine Cavatorta	Rita Piecuch
Pamela Cianci	Janis Smallman
Elaine Crippen	Catherine Stump
Joan Emerson	Margaret Sullivan
Olga Langlois	Alice Tierney
Lorraine LeBel	Virginia Trask



### **AIDES, TUTORS & MONITORS STAFF**

Robert Beardsell  
Sandra Blaeser  
Carolyn Bonfanti  
Patricia Brodie  
Donna Butler  
Cheryl Caracciolo  
Dona Collins  
Mary Collins  
Lorraine Crosson  
Claudia DesJardin  
Konnie Evans  
Kathleen Faust  
Particia Garten  
Susan Gibbons  
Martha Hazeltine  
Karen Hickey  
Kathleen Hillis  
Mary Hocter  
Patricia Hughes  
Judy Keating  
Leslie Kolakowski

Nancy Kucera  
Betsy Lambe  
Joann Lampropoulos  
Susan Lima  
Eugenia Maguire  
Barbara Manning  
Georgia McDonough  
Deborah Messelaar  
Elizabeth Miller  
Susan O'Hara  
Elaine Oliver  
Marilyn Orthman  
Kevin Peck  
Eleanor Richardson  
Elizabeth Sheehan  
Janet Smith  
Melissa Stanley  
Leonora Swerling  
Dawn Warner  
Dorothy Wass  
Paula Yanakakis

### **CAFETERIA STAFF**

Lisa Carlberg  
Ellen Denno  
Mercedes DeSouza  
Nancy Hood  
Jane Lomano  
Christine Northrup  
Debra Peterson  
John Shaffer  
Lynn Williamson

### **CUSTODIAL STAFF**

Robert Lee Baker  
Albert Bettencourt  
Robert Boutilier  
Christopher L. Brown  
Joseph Ciruolo  
Richard Delong  
David DiMarco  
Eric Fiske  
William Frazier  
Alan Symmes  
Patrick Walsh



## **NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT**

Mr. Philip J. Holden, Boxford Representative  
North Shore Regional Vocational School District Committee

Edmund W. Barry, Jr., Superintendent-Director  
North Shore Regional Vocational School District

North Shore Technical High School, operated by the North Shore Regional Vocational School District, is in its seventh year of operation in its Middleton facility. The District administrative offices are located adjacent to the high school. The gymnasium is also a separate building located behind the school. The facility also includes a transportation building.

Student enrollment as of October 1, 1998 was 434. There continues to be a strong interest in vocational education and in the small, homelike atmosphere offered by North Shore. The school, however, continues to experience space shortages in classrooms, shop areas, the library, the cafeteria, and an auditorium is needed.

A Building Need Committee was established and issued a report which was accepted by the School Committee on March 31, 1998. An architectural firm, Mount Vernon Group, Inc. Architects and Planners, is working with the Building Facilities Committee, and a School Expansion Feasibility Study in due the middle of February 1999. It is anticipated that the North Shore Regional Vocational School District will be requesting bonding approval of the communities this Spring, 1999.

The Transportation Department provided transportation for 405 students on a daily basis to and from school. Also provided were four late buses, four days a week, to transport students home that stayed after school for various reasons. Sports buses were provided to bring the students to and from practice fields as well as to all of the games. Four buses were provided on a daily basis to bring sports players home after games or practice.

The Ninth Grade Exploratory Program has students explore each vocational/technical area on a rotating basis and their performance is evaluated by the shop teachers to assist in proper student course selection for grade 10.

North Shore Technical High School also serves a large percentage of special needs students in an Inclusion Model in many classes. Interscholastic sports and intramural programs are conducted. The school also participates in the School-to-Work and Tech Prep Programs. The Cooperative Education Work Program allows qualified students to work at their trade prior to graduation.

Students from sixteen member communities, as well as several other North Shore communities, receive both academic instruction leading to a high school diploma and vocational-technical education in a wide variety of program areas leading to a vocational certificate. Student placement in trade-related employment, the military, and further education averages 98% per year.

The development of the physical education and athletic fields has taken a step forward. Two fields have been developed. In the Spring the field for physical education classes and softball came on line. This fall the soccer / football field was used. The baseball field will be on line this Spring. The soccer / football and baseball fields were developed largely through the efforts of the Army National Guard. Two more HVAC units have been replaced along with necessary duct work and VAV boxes. The masonry addition was completed and is operational. With the assistance of the students in the various vocational programs, improvements have been made on the grounds.

Adult Evening Education at North Shore is a self-supporting program that offers more than 54 vocational-technical classes that enhance the professional and personal lives of the adult members of our community. The Program serves nearly nine hundred fifty adult students participating in a wide variety of courses. Popular fields of study include, computers, health, construction, welding, culinary, automotive and business skills. A number of courses have state approval for professional and trade license preparation.



*(Entrance to Valley Road; ca 1900 – Courtesy of Boxford Historic Document Center)*

# **DEPARTMENT OF PUBLIC WORKS (DPW)**

## DEPARTMENT OF PUBLIC WORKS

In 1998 state money was very late arriving so not much major road work was done. We concentrated on road maintenance. Roadside brush cutting was top on our list. We also constructed a new parking area at the Spofford Pond School to help with their parking problem. The following is a summary of this year's accomplishments.

### Full Depth Reclamation:

The following roads were crushed and graded with a base coat of 2 ½" of dense binder.

Silverbrook Rd.	2250'x 24'
Old Barehill Rd.	1030'x 16'

For a total of: .62 miles

### Paving:

11/2" of topcoat was applied to the following roads.

Brookveiw Rd.	3020'x 18'
Lilly Pond Rd.	2660'x 20'
Spofford Rd. (Highland Rd. to Willow Rd.)	4100'x 20'
Rowley Rd. #1	800'x 21'
Rowley Rd. #2	2980'x 19'
Rowley Ct.	520'x 19'

For a total of: 2.66 miles

### Shoulder Work:

We continued shoulder work on the newly paved roads and various locations in town.

### Drainage:

60' feet of 12" aluminum pipe was replaced on Willow Rd.

### Catch Basins:

There were 758 catch basins cleaned.

### Street Signs:

We replaced 12 stop signs, 5 street name signs, 23 speed limit signs and 69 regulatory signs.

### Tree Work:

With the help of outside contractors we removed 6 Maple, 12 Oak and 15 Pine trees.



**Road Line Painting:**

185,619 linear feet of yellow center line and 213,734 linear feet of white fog lines were painted.

**Waste Oil Recycled:**

We collected 2067 gallons of waste oil and used it to heat the D.P.W. garage.

**Buildings and Grounds:**

We have been able to put more time into the fields. In the spring we mulched flower beds. With four part timers we were able to cut base paths and improve the appearance of the fields.

**Landfill:**

We completed and hydroseeded Johnson Field. On December 31<sup>st</sup>, the landfill was closed. This fall we have been working with the Conservation Commission and the Board of Health. We created drainage swales and silt ponds. We ground up the large pile of stumps behind the Landfill and cleaned up the area.

**Sweeping:**

All roads were swept in the spring.

**Snow and Ice:**

This winter has been less than average snow fall. We have had more storms that changed to ice and rain. Which forces us to use more chemicals to control the ice. With the added roads we are forced to put out a fourth sander as a front line truck to take care of the hills and corners. With this we hope to give better service to secondary roads.

David E. Durkee, Superintendent  
Department of Public Works

**Members of the D.P.W.**

Jay Larson	(Foreman)
Peter Durkee	(Landfill Tech)
Bill Marston	(Equipment Operator)
Phil Richardson	(Equipment Operator)
Rob Dole	(Equipment Operator)
Eric Wendell	(Equipment Operator)
Chuck Ross	(Truck Driver)

# HEALTH AND INSPECTIONS

Board of Health

Health Agent Report

Animal Inspector

Building Inspector

Plumbing and Gas Inspectors

Wire Inspector

Sealer of Weights and Measures

Visiting Nurses Association

## **BOARD OF HEALTH**

The Board of Health regulates septic systems, private and public water supplies, the landfill, trash collection, hazardous wastes, day camps, food service establishments; funds elderly and immunization clinics; and handles issues of contagious and reportable disease. The Board held 24 meetings in 1998 to deal with these issues.

### **SEPTIC SYSTEMS**

The Board of Health held 33 variance hearings on upgrades of failed septic systems and one variance hearing for a proposed new home. This number has gone up from the 15 hearings held in 1997.

### **REGULATIONS**

No new regulations were promulgated during 1998. Advertised public hearings were held to discuss the Pond Regulation, method of trash collection payment and risk assessment regarding arsenic contamination in wetlands abutting the landfill.

### **WASTE**

With the closing of the landfill, the price of getting rid of trash in town has increased dramatically. Our current contract is with Waste Management from Londonderry, NH. They handle waste collection and the recyclables. The sticker amount was set at \$2 per bag with any short fall in funds to come out of property tax receipts. After a year in operation this plan will be reviewed to get a better handle on sticker price and tax receipt ratio.

We offer a spring and fall large item drop off day at the landfill and we sponsored the 11th annual Household Hazardous Waste Collection day at Masconomet in October.

### **JOHNSON FIELD**

The old landfill cap under Johnson Field was repaired and drainage was installed. The repaired field was seeded in the fall of 1998 for play to start in spring of 1999.

### **PESTICIDES**

A citizen petition presented at Town meeting to modify the existing Town Bylaw on pesticide use was defeated. The petition would have created an unenforceable bureaucratize nightmare. The Board of Health believes the current bylaw is adequate to public health and the environment and was not in favor of the petition.

### **LANDFILL**

The town stopped accepting waste at the landfill on December 1, 1998. Planning for closure of the landfill in October 1999 continues. Part of that work includes investigation of the wetlands east of the landfill for arsenic contamination.

**COMMERCIAL DEVELOPMENT**

The commercial development at 256 Georgetown Road and the lawsuit pending by the developer was brought to and amicable solution in 1998 when the developer decided to build houses on the disputed site rather than extend commercial development.

**BOARD OF HEALTH MEMBERS AND STAFF**

After years of service, Richard Taylor resigned from the Board of Health to run for Selectman. Barbara Stanley, R.N. joined the Board in June of 1998 as his replacement. Louise Kress was re-elected to a three year term in May of 1998. The Board of Health employs Allison Conboy as our full time Health Agent and Kendell Longo as a part time office assistant. Maryann Waz is our minutes secretary. Our meetingplace is the Boxford Community Center on Middleton Road on the second and fourth Wednesdays at 7:30pm. We invite you to attend and contribute to our meetings.

- Walter McPartlin, Chairman
- Louise Kress, Vice-Chairman
- Mark Mitsch
- Tom Dusel, Treasurer
- Barbara Stanley, Clerk

**REPORT OF THE HEALTH AGENT**

The Chairperson of the Board of Health is Walter McPartlin. The Members of the Board of Health are Mark Mitsch, Louise Kress, Tom Dusel and Barbara Stanley.

The following is a summary of work performed by the Health agent for the 1998 year:

Septic system plan reviews	227
Food service inspections	12
Summer Camp Inspections	10
Septic Systems Repaired	52
Septic Installation Inspections	185
Soil Evaluations	363
Well Permits	65
Complaints investigated	8
Disposal System Installers Licensed	37
Certificate of Compliances	74

Allison C. Conboy, R.S., C.H.O.  
Health Agent



## INSPECTOR OF ANIMALS

The Commonwealth of Massachusetts, Bureau of Animal Health, requires that each town appoint an Inspector who shall make regular and thorough inspections of each premise on which there are domestic animals. Such inspections are necessary to insure humane and proper care of all livestock, and to guard against outbreaks of contagious disease.

The 1998 inspections found 147 horses, 35 ponies, 3 miniature horses, 4 donkeys, 32 goats, 35 sheep, 4 pet pigs, 25 head of cattle, 1 fox (domestic), 2 llamas, and 7 alpacas. Inspection and census of "small livestock" is now also required. This year 118 chickens, 3 turkeys, 45 waterfowl, 2 ratites, 6 gamebirds, and 19 rabbits were inspected. If your small livestock were not counted, please call me so that they may be included in next year's census. A total of 75 barns house livestock or poultry; of these 58 house horses. Stable licenses are required of all residents who keep horses on their property. Regulations and applications are available at the office of the Health Agent.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals, must be reported to the Inspector of Animals. In 1998, 20 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in all cases. Animal Inspectors are also required to investigate and issue quarantines in cases concerning possible rabies exposures to domestic animals. Fifty-two (52) such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. All Quarantines were completed without incident. Owners keep all pets current on rabies vaccinations - it is very important for the safety of your pet and your family.

Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantines, please contact me at 352-6336.

Allison Hayes  
Inspector of Animals

# THE COMMONWEALTH OF MASSACHUSETTS

Department of Food and Agriculture

Bureau of Animal Health

100 Cambridge Street, 21st Floor

Boston, MA 02202

## SUMMARY SHEET

	<b>Adult</b>	<b>Young</b>
1. <b>Cattle:</b> (Adult=2 years & over)		
Number of <b>Rodeo Roping Stock</b>	6	19
Number of <b>Steers</b> /Scottish	2	
2. Number of <b>Goats</b> (Adult=1yr&up)	32	
3. Number of <b>Sheep</b> (Adult=1yr&up)	35	2
4. <b>Swine</b>		
Number of Potbelly pets	4	
5. <b>Equines:</b>		
Number of Horses	147	
Number of Ponies	33	
Number of Mini Horses	3	
Number of <b>Stables</b> accessible to the public	2	
6. Number of <b>Llamas</b>	4	
7. <b>Poultry:</b> Chickens 279; Turkeys 2; Waterfowl	42	
8. Number of <b>Rabbits</b>	17	
9. <b>Fox</b>	1	

Allison Hayes, Inspector of Animals  
Town of Boxford

## BUILDING DEPARTMENT

There were 314 building permits issued for the year 1998. The following is a breakdown of type, cost of construction and fees collected. Average cost of construction for new homes was \$327,644.00 and the average fee collected for 1998 for new homes was \$2,277.00.

<u>TYPE OF PERMIT</u>	<u>QTY ISSUED</u>	<u>COST OF CONSTR.</u>	<u>FEE COLLECTED</u>
New homes	50	\$15,726,925.00	\$109,300.75
Additions	36	1,497,400.00	10,171.15
Renovations	49	1,111,502.97	8,085.05
Alterations	29	457,617.48	3,387.80
Sheds	16	128,432.00	1,068.40
Garages	5	116,970.00	849.00
Barns	6	90,600.00	601.00
Pools	17	191,702.00	1,175.00
Wood Stoves	11	N/A	330.00
Miscellaneous (Other)	23	159,089.00	1,689.75
Siding	8	70,400.00	650.00
Roofing	32	209,078.00	1,631.50
Att'd Garage	1	52,500.00	367.50
Acc. Apartment	1	88,110.00	616.70
Deck/Porch	29	214,600.00	1,743.85
Sunroom/Greenhouse	1	15,000.00	105.00
<b>GRAND TOTALS</b>	<b>314</b>	<b>\$20,129,926.45</b>	<b>\$141,772.45</b>

Kenneth A. Ward,  
Inspector of Buildings

## **BUILDING DEPARTMENT**

### **ELECTRICAL INSPECTOR**

There were 405 electrical permits issued for 1998. Fees collected totaled \$28,498.15.

David L. Levesque,  
Electrical Inspector

### **PLUMBING & GAS INSPECTOR**

There were 189 plumbing permits issued for 1998. Fees collected totaled \$13,495.00.

There were 167 gas permits issued for 1998. Fees collected totaled \$8,505.00

Combined plumbing and gas permits issued for 1998 were 356. Total fees collected for plumbing and gas permits were \$22,000.00.

Paul Marshall,  
Plumbing & Gas Inspector



## SEALER OF WEIGHTS AND MEASURES

1.	<b>Boxford General Store</b> , Main Street, West Boxford (checked & sealed two (2) gas pumps)	\$16.00
2.	<b>Brown &amp; Budnick</b> , Route 133 Washington Street, W. Boxford (checked & sealed three (3) scales)	\$21.00
3.	<b>Stone House Bakery</b> , Route 133, Washington Street, W. Boxford (checked & sealed two (2) scales)	\$ 8.00
4.	<b>Ingalsby Farm Stand</b> , Route 133, Washington Street, W. Boxford (checked & sealed four (4) scales)	\$16.00
5.	<b>Paisley Farm Stand</b> , Route 133, Washington Street, W. Boxford (checked & sealed two (2) scales)	\$10.00
6.	<b>Harry Lee Cole School</b> , 26 Middleton Road, Boxford (checked scale)	n/c
Total Turned over to the Treasurer		<hr/> \$71.00

Harry MacGregor  
Sealer of Weights and Measures

## VISITING NURSES ASSOCIATION

### VNA Care Network, Inc.

#### Overview

In 1998, the VNA Care Network provided public health nursing services for the Boxford Board of Health. A summary of 1998 service delivery is provided in this report for the following service elements:

1. Elder Health Clinics
2. Health Education & Screening
3. Flu Immunizations
4. Communicable Disease Follow-up

#### 1. Elder Health Clinics

##### 1 A. SCHEDULE FOR BOXFORD ELDER KEEP WELL CLINICS

*These clinics are free and open to residents age 60 and over. Run by VNA Care Network community Health nurses, services include health assessments; blood pressure screening; weight, pulse, heart and lung monitoring; medication and diet discussion; and blood glucose testing and screening. Appointments may be made by calling the VNA Care Network at (800) 457-8999 ext. 1267. The clinics are funded in part by the **Boxford Board of Health (BOH)**, Elder Services of Merrimack Valley (ESMV), client donations, VNA Care Network funds and in-kind services.*

**Four Mile Village (BOH) -**  
**Boxford Senior Center (BOH)-**  
Four Mile Village (ESMV)-  
West Boxford Congreg.  
Church (ESMV) -

**2nd Thursday, 12:30 - 2:30 p.m.**  
**4th Thursday, 12:30 to 2:30 p.m.**  
1st Thursday, 12:30 - 2:30 p.m.  
3rd Thursday, 12:30 - 2:30 p.m.

<b>1998</b>	<b>BOXFORD ELDER HEALTH CLINIC ATTENDANCE</b>
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Boxford Board of Health Funded Clinics	<u># Clinic Visits</u>
4-Mile Village	88
Senior Center	<u>71</u>
<b>TOTAL</b>	<b>159</b>
<b>ESMV - Title III Funded Clinics</b>	
4-Mile Village	83
West Boxford	<u>80</u>
<b>TOTAL</b>	<b>163</b>
<b>GRAND TOTAL</b>	<b>322</b>

<b>1. C</b>	<b>ADVERTISEMENT</b>
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The clinics are advertised on an on-going basis in the *Salem Evening News*, *Tritown Transcript*, *Lawrence Eagle Tribune*, *Boston Globe* North Weekly Section, Boxford Council on Aging Newsletter, *North Shore Weeklies* Calendar and Local Cable Access TV.

<b>1. D</b>	<b>REFERRALS MADE AT BOXFORD ELDER HEALTH CLINICS</b>
	<b>Tracked over 12 months, OCTOBER 1, 1997 - SEPTEMBER 30, 1998</b>

*Mammogram	47
*PAP Smear	42
Physical Exams	37
Blood work	37
Eye Exams	37
Prostate	10
Internal	10
Dental	10
*Smoking Cessation	8
Medical Alert	5
Blood Pressure	4
Primary Care Physicians	4
Urologist	4
Audiologist	4
Home Care	3
Podiatrist	3

Cardiologist	3
Pneumonia Shot	3
ENT(ear, nose, throat)	2
Nutritionist	2
Pharmacist	2
Dermatologist	2
Pulmonologist	2
Rheumatologist	1
Neurologist	1
Social Worker	1
Massage Therapy	1
Physical Therapist	1
Blood Glucose	1
Gastroenterologist	<u>1</u>
<b>TOTAL TO DATE:</b>	<b>288</b>

\* *V.N.A. Care Plus* grant programs funded by the Massachusetts Department of Public Health:

**Smoking Cessation-** offers free individual or group counseling

**"Wise Women" Program** - covers the cost of mammograms and pelvic exams

Referrals to the above sources frequently lead to significant changes and impacts. A example of some of these include an immediate referral to a clients primary care physician leading to an increase in medication and close monitoring. Others include: discontinued medications, changes in medications and a hearing aid prescribed.

## 2. Health Education & Screening, 1998

### ACTIVITY

### # participants

◆ Older Americans Day; Blood Pressure Screening Clinic	25
Boxford Council on Aging	
May 12, 1998	
◆ Nutritional Supplements/Herbal Remedies	15
(in cooperation with the Tri-town Nutrition Program)	
Boxford Council on Aging	
Fall 1998	



3.

Flu Immunizations

◆

Flu Vaccines *(given to Boxford Residents aged 18 and over)*

Boxford Council on Aging

Fall 1998

414

4.

Boxford Communicable Disease Follow-up, 1998

Lyme Disease	3
Campylobacter	3
Varicella	1
Tuberculosis	1
Giardia	1
Bite from stray cat	1
Domestic cat exposure to rabid racoon	1
TOTAL	11

ATTACHMENTS:

Boxford Elder Health Clinics, 1998

- A. Participant Satisfaction Survey & Needs Assessment
- B. Donation Contribution Plan

<p style="text-align: center;"><b>CLIENT SURVEY RESULTS</b>  <b>BOXFORD ELDER HEALTH CLINICS</b>  <b>NEEDS AS IDENTIFIED BY CLINIC PARTICIPANTS</b></p>
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21 Boxford Elder health clinic participants responded to a Satisfaction Survey/ Needs Assessment in June 1998. The following summaries their responses:

*Satisfaction Questionnaire- May/June 1998*

1. Your age: \_\_\_\_\_ Sex: Male 5 Female 16 Clinic Site: Boxford Clinics

2. The health clinic nurse provides the following services. Which services are particularly helpful to you? Please check as many as you like.

- |  |   |
|--|---|
| <u>18</u> Monitoring Your Blood Pressure | <u>2</u> Health Counseling                    |
| <u>7</u> Listening to Your Heart         | <u>2</u> Teaching of Good Health Habits       |
| <u>5</u> Listening to Your Lungs         | <u>2</u> Referral to Other Community Agencies |
| <u>13</u> Checking Your Weight           | <u>4</u> Early Detection of Health Problems   |
| <u>11</u> Discussing Your Medications    | - Diabetes Teaching                           |
| <u>8</u> Discussing Your Health Concerns | - Other, please describe                      |
| <u>2</u> Checking Your Blood Sugar       |   |

3. Are there other services that the health clinic nurse could provide?

Please list: Please see attached narrative

\_\_\_\_\_

\_\_\_\_\_

4. How would you be affected if the health clinic services were no longer available?

Please describe: Please see attached narrative

\_\_\_\_\_

\_\_\_\_\_

5. Is the clinic site and time convenient for you? 17 Yes 2 No (1 said E. Boxford is better)

6. How did you get involved in the health clinic program?

- |                 |                                 |                             |
|-----------------|---------------------------------|-----------------------------|
| <u>6</u> Friend | <u>1</u> Newspaper Announcement | <u>7</u> Housing Site       |
| <u>1</u> Doctor | - Hospital                      | <u>2</u> Other (1 said COA) |

7. What do you like about the health clinics? Please see attached narrative

8. How can we encourage other elders to participate in the health clinics?

Make people aware of what clinics offer  
Word of Mouth

9. Would you be interested in health education programs on any of the following topics? Please check if interested:

<u>1</u> Nutrition	<u>Smoking Cessation</u>	<u>1</u> Early Detection of Cancer
<u>1</u> Home Health Care	<u>Heart Health</u>	<u>Depression</u>
<u>3</u> Staying Fit	<u>Diabetes</u>	<u>1</u> Preventing Urinary Incontinence
<u>Preventing Osteoporosis</u>	<u>Alzheimer's</u>	<u>1</u> Arthritis
<u>2</u> Stress Reduction	<u>Other:</u>	

Health Screening and Prevention Programs such as:

<u>2</u> Flu Immunization	<u>2</u> High Blood Pressure	
<u>1</u> Pneumonia Vaccine	<u>2</u> Cholesterol	<u>Diabetes</u>

Other, please list any suggestions you may have.

10. Are there any home health care services you would like to have available at home?

Please list: No responses

11. If you would like a personal phone call to discuss any questions regarding clinic services, or would like more information on home care, please fill in below:

Name: No responses

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

12. Please add any other comments here: \_\_\_\_\_

No responses

If you wish to speak personally to the Wellness Division Manager, please call her at 1-800-457-8999 ext. 1285.

*Thank you for your time and comments!*

*SATISFACTION QUESTIONNAIRE NARRATIVE TO THE FOLLOWING QUESTIONS*

3. Are there other services the health clinic nurse could provide?  
◆ weight reduction suggestions.
4. How would you be affected if the health clinic services were no longer available?
- ◆ Would have to have a check-up with my M.D. more often
  - ◆ Without the clinic I would not have anyone to advise me of my health
  - ◆ I would not have anyone to monitor my blood pressure
  - ◆ Would not be able to monitor my blood pressure
  - ◆ I would lose valuable suggestions concerning medical treatment and overall assessment of my health
  - ◆ It is nice to have
  - ◆ Inconvenience without it
  - ◆ I would not get my health checked out as often
  - ◆ I would miss it
7. What do you like about the health clinics?
- ◆ The nurses are thorough, friendly, professional and knowledgeable
  - ◆ Nurses are helpful and friendly
  - ◆ Kathy Parsons is a great nurse
  - ◆ Nurses expertise
  - ◆ It is an opportunity to discuss problems in-between M.D. check-ups
  - ◆ Kathy Parsons and her concern for everyone
  - ◆ Caring nurse
  - ◆ Friendly nurse and relaxed feeling
  - ◆ Privacy
  - ◆ Having someone to answer questions regarding health issues
  - ◆ It keeps me posted on health issues
  - ◆ They are accessible and provide a sense of security in the knowledge that our health is being monitored
  - ◆ Pleasant nurse - convenient
  - ◆ Personal attention
  - ◆ Avoid more frequent check-ups with my doctor
  - ◆ The very knowledgeable nurses and their helpfulness on questions

In response to "which health services are most helpful to you?", the top four in 1998 were very similar to the top four identified in 1995 thru 1997:

	1998	1997	1996	1995
Monitoring Blood Pressure	85%	100%	100%	96%
Checking Weight	62%	72%	86%	83%
Discussing Medications	52%	66%	53%	61%
Discussing Health Concerns	38%	55%	64%	57%



## **DONATIONS CONTRIBUTION PLAN**

A donation container and confidential envelopes are available at clinic sites for those wishing to make donations. In addition, a prominently displayed colored poster continues to enhance donations. Additionally, a letter describing the donation plan is available for all participants. No one is denied services if unable to contribute.

We acknowledge in writing all donations made by check, and new clinic participants receive a contribution letter. Increased donations budgeted in the next year, if received, will be targeted to health education and screening programs.

Donations are deposited immediately following each clinic, and individual clinic accounting records are kept designating all donations in support of the clinic where they were given.

**This year's donations for all Boxford clinics totaled \$179.**



# **PLANNING AND ENVIRONMENTAL PROTECTION**

Conservation Commission

Ipswich River Watershed District Advisory Board

Planning Board

Zoning Board of Appeals

Boxford Land Committee (ADHOC)

## CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, and is supported by a full-time Administrator and a part-time Secretary. The Commission is responsible for enforcing the provisions of the Massachusetts Wetlands Protection Act, M.G.L. Chapter 141, Section 40, and Regulations 310 C.M.R. 10.00, the Town of Boxford Wetlands Protection Bylaw, Article Twelve, and Regulations 10.00, and several other State and Town laws, regulations, and policies. The Commission holds public meetings twice a month on Thursday evenings at the Boxford Community Center.

In 1998, the Conservation Commission reviewed a record number of permit applications. As shown in the table below, Notices of Intent, which are requests for permits to conduct work within 100 feet of a wetland or 200 feet of a perennial river or stream, increased by 66 percent in 1998, from 32 filings in 1997 to 53 filings in 1998. Requests for Determinations of Applicability, which are requests for the Conservation Commission to determine whether proposed work requires the filing of a Notice of Intent, increased 100 percent, from 31 filings in 1997 to 62 filings in 1998. Similarly dramatic increases occurred in other types of permit activity, including requests for permit extensions and requests for Certificates of Compliance. There were a total of 32 public meetings held during 1998, as well as numerous evening and weekend site walks at proposed project sites.

**Summary of Application, Permit and Enforcement Activity**

1996 Total	1997 Total	1998 Total	Type of Document
31	32	53	Notices of Intent
32	27	48	Orders of Conditions
10	7	6	Amended Orders of Conditions
35	31	62	Requests for a Determination of Applicability
31	27	60	Determinations of Applicability
18	27	42	Certificates of Compliance
3	7	19	Permit Extensions
7	11	19	Violation Notices
7	12	7	Enforcement Orders
8	9	14	Tickets

### Land Acquisition and Management

The Conservation Commission's primary duties are reviewing and issuing permits and monitoring construction activities, but it also promotes the acquisition of land within Boxford for conservation purposes, and manages all land so acquired. The following three land purchases



were authorized at the fall 1997 Town Meeting, and purchased in 1998, permanently protecting a total of 163.5 acres from development in Boxford:

- The Lord family property on Main Street between Middleton and Towne Road was purchased, transferring 34 acres of land to Town ownership and Conservation Commission management;
- The 98 acre Lockwood family property on Lockwood Lane was purchased and placed under Conservation Commission management; and
- In cooperation with the Boxford Trails Association and Boxford Open Land Trust, an additional property owned by the Lord family on Lawrence Road bordering North Andover, the 31.5 acre "Lord Woodlot," was purchased.

Another important land purchase for conservation purposes was the authorization at the fall 1998 Town Meeting to purchase the Haynes property located at the corner of Main Street and Middleton Road. The actual purchase of this 5.2 acre agricultural field, scheduled to occur in 1999, will help maintain the Town's rural character at this highly visible intersection.

In addition to outright land purchase, the Town can protect land through development restrictions called conservation easements. Conservation easements permanently limit development in return for a reduction in property taxes to the land owner. The Town reached such an agreement with the Lord family in 1998, placing a conservation easement on an 11 acre property located on Main Street between Middleton and Towne Roads.

The Town of Georgetown purchased Camp Dennison in 1998, an approximately 30 acre parcel, 10 acres of which is located in Boxford abutting both Baldpate Pond and a 90 acre State forest. Georgetown plans to manage this parcel for open space and recreation. In cooperation and consultation with Georgetown, Boxford plans to allow passive recreation on the 10 acres located within Boxford.

The Conservation Commission continues to work toward improving its management of land designated for conservation purposes in Boxford. The Commission, in cooperation with the Boxford Trails Association/Boxford Open Land Trust, has hired a consulting forester to produce forest management plans for both of the former Lord properties, (the Woodlot and the property south of Main Street) and Lockwood Forest, to be completed by spring, 1999. In addition, a field survey and site plan were finalized for Wildcat Forest, a 279 acre parcel located between Ipswich, Herrick, and Stiles Pond roads. This culminates a 5 phase project to survey the natural features of this land parcel. The Commission will soon begin work on a multiple-use forest management plan for Wildcat Forest, which is open to the public for daytime, non-motorized recreational use.

The Commission also continues to manage the Town-owned Witch Hollow Farm, located at the corner of Ipswich Road and Main Street, and Chadwick Field located off Main Street next to Hovey's Pond. Credit is due to Larry and Tina Morris, who developed a pamphlet for the public

in 1998 that describes their activities to enhance bird habitat at the Farm. The Morrises currently hold an agricultural license with the Conservation Commission, and this year they put the field into hay production. Robert Hazelwood also holds an agricultural license with the Conservation Commission, for agricultural use of Chadwick Field, which he hayed in 1998.

In an effort to manage the former Lord property located south of Main Street in a traditional forestry-related manner, the Conservation Commission ran a Christmas tree sale on December 12 and 13. A total of \$750 was raised from this sale.

The Conservation Commission also worked closely in 1998 with several Town offices to prepare for the closure of the Boxford Sanitary Landfill located off Spofford Road. As part of the landfill closure, the Town is required by State and Town laws and regulations to resolve the problem of arsenic contamination of the large wetland bordering the landfill to the east. The Conservation Commission worked closely with the Board of Selectmen, the Board of Health, the Department of Public Works, and the State Department of Environmental Protection to devise a solution to the arsenic contamination, as well as other problems at the municipal site. Several of the violations of State and Town wetlands regulations at the municipal site were resolved during 1998, and plans and deadlines were set for resolving the remaining violations during 1999. The Conservation Commission looks forward to continuing cooperation on landfill-related issues with all relevant Town and State departments during 1999.

### **Changes to the Wetlands Protection Bylaw and Regulations**

The Boxford Wetlands Protection Bylaw, Article Twelve, and Regulations 10.00 were modified in 1998, with changes consisting primarily of corrections and editing to the language in the Bylaw and Regulations to make them agree more fully with one another. The Town also added a new type of wetlands permit to the Wetlands Protection Bylaw in 1998: the Determination of Negligible Impact. This permit is intended to handle truly minor and insignificant activities in wetland or stream buffer zones which should be exempt from the normal permitting process.

### **Member Training and New Staff**

Three Conservation Commission members, Gerard Irmer, Lana Spillman, and Nathaniel Coolidge, received final Certificates from the Massachusetts Association of Conservation Commissions in the 8-unit Fundamentals for Conservation Commissioners course. Four other members are currently pursuing Certificates.

Administrator P. Hunt Durey left the Conservation Commission at the end of July to pursue a Master's degree in Studies in Environmental Law at Vermont Law School. He was succeeded by Ken Pruitt, who left a position as a Land Use and Natural Resources Analyst at an environmental consulting firm in Maryland to join the Conservation Commission as its new Administrator.

Special thanks go out again to Jane Coe for her tireless volunteer efforts as minutes secretary, and to Jean Irmer, for her continuing fine job as secretary at the Conservation Office.

Ken Pruitt, Conservation Administrator

Gerard Irmer, Chairman

Lana Spillman, Vice-Chairman

Nathaniel Coolidge

Peter Delaney

Linda Laderoute

Peter Neidhardt

Harry Reifel

## IPSWICH RIVER WATERSHED DISTRICT ADVISORY BOARD

The Ipswich River Watershed District was established by the MA Legislature in 1966. The District is under the direction of a five member commission appointed by a larger Advisory Board made up of representatives of cities and towns along the Ipswich or having water rights to the River. The stated purpose of the Commission is to to "investigate available water resources for the district and methods of preserving and increasing such resources". The five-member Commission that is elected from and by the Advisory Board was directed to meet at least four times a year; the Advisory Board was directed to meet twice a year.

The current purpose of the Advisory Board meetings is to give water supply officials in the member communities a chance to exchange information on water supply activities, hear presentations by state or federal staff, or other invited technical experts, on various regulations or issues that affect community water supplies, and discuss any water supply problems with other water supply professionals in the watershed.

### November 5, 1998 Advisory Board Meeting:

\*Representatives from the cities and towns reported on water supply related activities in their communities.

Peter Phippen, MA DEM, reported that the USGS **hydrologic study** of the Ipswich basin is on schedule and should be ready by November 1999. The plan is to use the model to help plan for future water supply needs and economic growth in an environmentally sensitive way in user communities.

Richard Tomczyk, EOEI Ipswich River Watershed Team Leader, reported that the USGS/USFWS **habitat study** of the Ipswich River had characterized the aquatic habitat, performed stream surveys, and conducted a fish shocking program to characterize fisheries. Work will continue next spring in the tributaries and headwaters.

\* Jackie Morris, USEPA, gave a presentation on two requirements under the federal **Safe Drinking Water Act**:

**Capacity development** refers to a requirement for water suppliers to conduct an assessment of their financial, managerial, and technical capability to deliver water and afford the necessary maintenance of the system. This issue is especially pertinent to small systems who may have difficulty meeting the requirements of the new regulations.

**Source water assessment program (SWAP)** refers to a requirement for states to develop a plan or strategy to protect both surface and groundwater resources in a unified program. The plans,



due by February 1999, are supposed to explain how the state intends to satisfy the regulatory requirements of this program, and how the surface watershed assessments will tie into existing well-head protection plans.

Jackie agreed to do a follow-up mailing to participants of EPA's new water conservation guidelines, a fact sheet and information from California on capacity assessment, and examples of state revolving fund (SRF) eligible projects.

Jennie Bridge reported on a new MAEOEA growth management grant awarded to four upper basin communities (Burlington, Wilmington, Reading and N. Reading) (\$100,000), combined with a watershed protection grant awarded to the Ipswich River Watershed Association (\$150,000).

The project will use the USGS hydrologic model to evaluate water supply, wastewater and stormwater management alternatives in the Ipswich Basin to prepare a **watershed management plan**, and consistent comprehensive plans for the upper basin communities.

The IRWDAB usually meets twice a year, on the first Thursday of May and November, in the Lynnfield Town Hall, from 2-4 PM.

Jennie Bridge  
Boxford Representative, Advisory Board  
Chairman, and IRWD Commissioner



## **PLANNING BOARD**

To the surprise of many, the level of building activity continued to return to “historically” normal levels of 50 new houses in 1998.

### **Subdivision Activity**

The Planning Board received 1 submission for a modification to a previously approved definitive subdivision in 1998: Meadowood Subdivision added 1 lot to the earlier approved 2 lots. For the year this lot was the only lot approved compared to 22 subdivision lots in 1997.

### **Approvals not Required**

A total of 13 lots were created under the process of “Approvals not Required” (ANR), whereby lots with sufficient frontage and which meet other conditions under the zoning bylaws are approved without having to go through the subdivision approval process. The total number of lots created through subdivisions and ANR’s was 14 compared to 41 lots created in 1997.

### **Scenic Roads**

The Town voted many years ago to designate all roads, except for numbered highways, in Boxford as scenic roads. This allows the Planning Board to regulate tree cutting and removal/alteration of stonewalls on land that is the Town’s and which helps preserve the Town’s rural appearance. In 1998 eleven public hearings were held for tree cutting and/or stonewall modification, including 4 hearings which were held after the fact. The violations resulted in the application of a \$250 fine per tree or stonewall break or the requirement to replant trees and/or rebuild the stonewall in lieu of the fine.

### **Zoning Board of Appeals**

The Town’s Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) on each case that comes before them. For that reason it has become a standard practice for the Planning Board to assign a liaison to sit in as a non-voting member during ZBA hearings.

In the summer the Planning Board and Zoning Board endorsed a variance for 256 Georgetown Road. Due to the unique characteristics of the sixteen acre site and situation both Boards were in favor of granting a variance in the reduction in the size of a residential lot from two acres in exchange for restriction from further commercial or residential development on the property in perpetuity. Also involved was the termination of the Georgetown water line from use at the commercial property. Instead, a well would be constructed to serve the property on one of the Boxford lots and an appropriate easement granted.

The Fall brought two controversial applications before the two Boards. The first involved the first challenge to the new wireless communication facility Bylaw in which the applicant, AT&T Wireless, requested a Variance from the residential lot line setback and Special Permit for Site Plan Review. The facility is to be located within the State Department of Works' facility at the intersection of Interstate Route 95 and Route 97. The other application for Special Permit for Site Plan Review was for the construction of a timber tot playground within an Open Space District at Boy Scout Park. Due to the public interest involved, both cases were heard through the Winter and spilled into January 1999. Both applications were granted with appropriate restrictions.

**Land Acquisition**

The Town voted to purchase the Haynes' 5 acre parcel on the corner of Main Street and Middleton Road at the October Special Town Meeting adding to the acquisitions the Town made in 1997. The properties that the Town voted to purchase in 1997 were finalized during 1998 adding 2 parcels of Lord property on Main Street and Lawrence Road, and the 98 acre Lockwood property on Lockwood Lane.

**Board Membership**

Neil Olansky resigned from the Board in June after his election to the Board of Selectmen and Holly Langer was appointed to fill his vacancy. Tim Mansfield's departure in July left us with one more opening on the Board. We were extremely fortunate to have three highly qualified candidates to choose from for the seventh and last seat. An abundance of riches!!! And a very tough choice given the credentials of the applicants. After a thorough review we selected Bill Theodore, an about to retire executive with NBC. After significant contributions from Neil and Tim, we are looking forward towards further accomplishments from the reorganized Board. Bill and Holly have reconstituted the Subdivision Committee and have made significant progress.

**Board Participation**

Boxford is a town of volunteers; many serve and few are paid. Accepting a role in Town government is not inconsequential and we are pleased to have the Board members serve on the Board in the following capacities:

Bob Gore	Chairman, Land Committee Representative
Craig Falk	Vice Chairman, Boxford Housing Partnership, Liaison to Building Inspector
Linda Laderoute	Joint Member to Conservation Commission
Holly Langer	Subdivision Committee (on the Board since August)
Ellen Maynard	Planning Board Clerk, Liaison to ZBA
Larry Simeone	
Bill Theodore	Subdivision Committee (on the Board since November)

## **ZONING BOARD OF APPEALS**

During 1998 the Zoning Board of Appeals received thirty (30) new applications. Twenty-two applications were for Special Permits, six applications were for Variances, and two were for appeals from decisions of the Building Inspector.

The Board granted seventeen Special Permits, denied one for failure to prosecute, and four were withdrawn by the applicant. Three Variances were granted and three were withdrawn. One appeal from a Building Inspector's decision was denied and one was pending at years end.

At the beginning of 1998 the matter of 256 Georgetown Road was still pending. By the end of the year an agreement was reached between the applicant (Georgetown Road Limited Partnership) and the abutters. This agreement resulted in a new application relative to the locus which ultimately led to the granting of two Variances and a Special Permit. The final resolution limits the commercial use of the land to the original business footprint and allows two new residential lots.

The Board received its first applications under the new (1997) Wireless Communications section of the -Zoning By-Law from AT &t Wireless Services, PCS, Inc. All of these application (Two Variances, Two Special Permits) related to 100 Topsfield Road (the State DPW site). At the end of the year one application for a Variance had been withdrawn and the balance of the cases were pending.

Due to the complexity and/or degree of opposition of the cases considered in 1998, eighteen (18) meetings were held. This increase in applications (nearly 33%), resulted in the unfortunate fact that, by December 31, 1998, the Board's budget for secretarial expenses and mailing expenses, were both nearly depleted, and will both require supplementation, before the end of FY 1999.

By year's end the Board was discussing an increase in the application fee, which has remained at \$50.00 for over twelve years. Considering that secretarial wages increase several percent each year, and that secretarial expenses are the largest part of the ZBA budget, an increase in fees, to those most usually benefiting (the applicants) seems reasonable.

Robert H. Clewell, Chairman  
William R. Cargill, Jr.  
Robert W. Conroy  
Douglas Stuart, Alternate  
Richard Tomczyk, Alternate  
Barry Hutchinson, Alternate

## **BOXFORD LAND COMMITTEE**

The Land Committee consists of five members: one from the Conservation Commission, one from the Planning Board, one from Capital Budgeting, one from the Finance Committee, and one Member at Large. We are charged to categorize and prioritize parcels of land listed in the Open Space Plan "94", and to conform to the Master Plan when ever possible. During 1998 the Land Committee and the Town consummated the Lockwood and Lord parcels voted at the 1997 Fall Town Meeting. We conducted 19 Meetings and attended many Selectman's Meetings during ongoing land negotiations, and Bylaw refinements. The Committee also developed a close working relationship with the Selectmen and various other Town Boards.

We reviewed several parcels of land, and brought one to the 1998 Fall Town Meeting. This was the Haynes Family hay field which has tremendous historical and aesthetic value and is one of the first six lots laid out in Boxford. The Fall Town Meeting also voted to make the Land Committee a standing committee and in so doing will bring continuity for years to come.

In early October the Finance Committee appointed Peter Bernardin filling the vacancy left by Eve Trika. The Committee set it's 1999 meeting schedule to be held at the Community Center on the second Wednesday of each month. The upcoming year promises to be just as active.

Current members;

Peter Delaney ( Conservation Commission ) Chairman  
Bob Gore ( Planning Board )  
Peter Race ( Capital Budgeting ) Joyce Ricklefs ( alternate )  
Peter Bernardin (Finance Committee)  
Natasha Grigg ( Member at Large )





# **COMMUNITY SERVICES**

**Boxford Bay Circuit Program Committee**

**Computer Study Committee**

**Council on Aging**

**Boxford Historic Districts/Historical Commission**

**Recreation Committee**

**Recycling Committee**

**Veterans' Graves Officer**

**Veterans' Services**

## **BOXFORD BAY CIRCUIT PROGRAM COMMITTEE**

The Boxford Bay Circuit is part of the 200 mile Bay Circuit greenway that goes from Plum Island/Crane's Beach to Kingston Farm on the south shore. From east to west, the Boxford Bay Circuit enters Boxford from the Georgetown-Rowley State Forest on King George Drive and exits through the Bald Hill Reservation.

The protection of the Bay Circuit Greenway was extended with the purchase of the Lockwood Forest by the 1998 Annual Town Meeting. This committee wishes to thank the Boxford Land Committee, Selectmen, Trust for Public Land and Lockwood Realty Trust for their efforts in bringing these 97 acres before the Town for preservation.

The second Bay Circuit 50 Mile Ultra Run was held as a figure eight, with the start and finish at the Boxford Community Center on Sunday, May 24, 1998. Congratulations to Chris Cosgrove of Boxford who had the best running time of the women competitors.

The second edition of the Bay Circuit Guide to Walks in and around Boxford is available from the Boxford Town Hall, the Boxford Libraries, the BTA/BOLT office and selected stores.

Jean Dewberry, a member of this committee, heads the Tuesdays morning walks. Everyone is welcome to join this walking group at the Boxford Community Center at 9:15 AM. The walks, on trails in Boxford and neighboring towns and often on the Bay Circuit trail, last from 2 to 3 hours.

Committee members work with BTA/BOLT to keep the Bay Circuit trail open. Volunteers are welcome to join the trail maintenance days. The Boxford Bay Circuit Program supports the network of trails that are being preserved by landowners and developers who work through the Boxford Planning Board and Boxford Conservation Commission. A member from this committee serves on the Boxford Recreation Committee.

Respectively submitted,  
Nancy Merrill, Chairman,  
Alison Chase,  
Jean Dewberry  
Beverly Ingalls,  
Andrew Plucinski,  
Mel Prohl

## COMPUTER MANAGEMENT COMMITTEE

During 1998, the Computer Management Committee (CMC) provided assistance to the Town toward the development and enhancement of the Town's computing capabilities. Since there was no Town-wide network, and all computing took place in either a stand-alone or limited network mode, the goal of the CMC was to move the Town toward a true network, and establish standards for hardware, software, network operating systems, desktop operating systems, e-mail software, and groupware.

The Town took steps towards solving the Year 2000 issue related to its accounting, tax collection, and assessment systems, and CMC assistance helped to assure that the Town would not only solve the problem, but that it could enhance its computing capabilities across the board. All hardware and software purchases solve multiple problems, and provide enhanced capabilities in addition to solving the Y2K problem. The CMC is confident that the Town will not be adversely affected by any YU2K issues related to the three major applications—tax collection, assessor's systems, or accounting systems.

To summarize the CMC's activities during 1998:

- Worked toward establishing hardware and software standards
- Assisted the Libraries in selecting appropriate hardware and software
- Participated in the design of the new computer network now in place and in use in the Town Hall
- Specified appropriate hardware and software to accomplish the Town's goals
- Assisted the Town during the budgeting and procurement phases of the project
- Worked toward assuring that all Town employees receive proper computer and software training
- Provided limited support for Town end users
- Assisted in the installation of networked computers at the offices of the Conservation Committee, Health Agent and Building Inspector
- Assisted the Town in the selection of a suitable systems integrator to expedite the installation of the new network hardware, software, and desktop workstations.

Presently, the CMC is in the process of extending the network in place at Town Hall by using the already-installed MediaOne I-loop. The CMC plans on creating a Warrant Article to fund the connection of all Town facilities to the network. This action would allow all Town employees to participate in all network capabilities, such as file sharing, resource sharing, e-mail, groupware, and scheduling programs. Town Hall employees presently have access to these features since the file and mail servers are located there. Hopefully, following approval by Town meeting, we can begin the construction of the Town-wide network.

David Manzi, Chairman - Russell A. Larson - Peter Clark - Joseph Sivak

## COUNCIL ON AGING ANNUAL REPORT

Our goal is to provide services designed to improve the quality of life of elders by assisting them in remaining as physically mobile, mentally alert and socially active as possible. I hope we have done that this year.

Once again, I would like to say THANK YOU TO OUR VOLUNTEERS for working hard for the Council. In the calendar year 1998, a total of 3,848 volunteer hours were delivered to the Town, and more than 52 men and women participated in this effort. Our Tax Assistance Program accrued 1,400 more hours and allowed seniors a \$500 tax break while working in capacities such as teacher's aide, cashier, clerical worker, receptionist, painter and office cleaner. We operate with a small staff and a large corps of dedicated volunteers.

Among the services the COA provides, the following are the most frequently used:

**MEALS ON WHEELS (MOW):** This is a program that serves nutritious, hot meals to qualified seniors who are having trouble getting their own meals. Our volunteers served 2,860 meals in 1998.

**SOCIAL MEALS SERVED AT THE CENTER:** The COA serves congregate meals on Tuesdays and Thursdays from September through May. We served 1,120 meals last year.

**CLINICS:** The COA holds free weekly blood pressure clinics. We also offered face screening, foot clinics and a flu and pneumonia clinic. Over 527 town residents participated in the free flu clinic.

**TRANSPORTATION:** Our NEET program continues to provide transportation to doctors appointments, hospital visits, grocery shopping and, occasionally, hair appointments. Our volunteer drivers tirelessly and enthusiastically give their time to make this program possible. Seniors used this service 203 times in 1998.

**ASSISTANCE:** We have trained personnel to assist in the following free services:

Income tax	Small Appliance Repair
Snowplowing	Outreach
Legal Assistance	Fuel Assistance
Assistance for In-Home Care	Title III
Shopping	SHINE-Health Care
Referral	

**SENIOR TAX ASSISTANCE PROGRAM.** Our Tax Assistance Program is well-established now and has 14 participants who work in the various Town offices, the schools and the libraries.

For the work they perform, they receive up to \$500 to be applied to their real estate taxes. The seniors who participate really enjoy their work and the Town departments enjoy them too.

**PROGRAMS AND CLASSES:** We offered computer classes, chair caning, quilting, exercise, line dancing, decoupage, cribbage, bicycling, hiking, historic walks, Tai Chi, and Reiki among other activities for seniors to participate in.

We invited guest speakers to talk on the following topics: homeopathy, managing your affairs—from an attorney's point of view, warrant articles that concern seniors, health awareness, kayaking adventures, and holiday table decorations.

**BULLETIN:** This monthly publication is delivered to all Boxford seniors. It includes a calendar of events, a list of upcoming trips and interesting articles like the following titles that we published last year: Senior News Events, Health Fairs, The Latest Scams, Free "Stuff" for Seniors, Are You Qualified for a Property Tax Abatement?, Social Security Benefits, T Passes, How to Improve Your Memory, Energy Assistance Programs, Senior Pharmacy Program, Seniors to College, Seniors Reaching Out to Seniors, Changes in Medicare Benefits, Planning That Protects You and Your Assets, Fuel Assistance, 800 Phone Numbers for Major Hotels, Taking Charge of Your Life, Lower Back Pain, Setting Up a Budget, Train Schedules, Social Security Payments, SSI Increases and the Medicaid Pickle Amendment, Books and Pamphlets Available at the COA, and sometimes, if we have space, a great fun article.

**SPECIAL EVENTS:** We have a St. Patrick's Day Party, a Summer Cookout and an Older Americans Day. We hope to offer more special events in 1999.

**TRIPS:** We offered over 30 trips in 1998.

**GRANTS:** We were awarded \$9,300 from an Incentive Grant from Elder Services to hire a part-time volunteer coordinator and a Formula Grant from the Executive Office of Elder Affairs to fund several programs and classes.

Although we are a small department with a small staff, we have accomplished a lot this year for Boxford's seniors and we would like to do more next year. Our volunteers enable us to do what we do. Working together we can accomplish our goals and make 1999 a terrific year.

Board of Council on Aging

Kathie Canonica, Chairman  
Jean Buell, Secretary  
Judith Carr  
Ann D'Ortona

Joan Tarleton  
Marjorie White  
Gloria O'Leary, Director



## **HISTORIC DISTRICT/HISTORICAL COMMISSION**

The Historic District Commission was established in 1971. Our jurisdiction is the Boxford Village Historic District and the How Village Historic District. We follow the Massachusetts General Law C. 40C. The purpose of this Commission is to promote the distinctive characteristics of the buildings and places in the history of the commonwealth and its cities and towns. The Commission encourages new designs that are compatible with the existing dwellings in the district.

The commission agenda has been quite busy this year. We have acted on 29 Certificates of Appropriateness and 4 Certificates of Non-Applicability. There were no Certificates of Hardship this year. 1999 portends to be another busy year. There are vacant parcels of land in the District. It is important that any new house which is built on these parcels reflect the character of the Boxford Village Historic District. We encourage all residents of the town to attend these meetings to impart their comments.

The Commission accepted with regret the resignation of Brenda Stickney. She will continue to work on The Palmer School (Little Red Schoolhouse). The Palmer School was accepted on February 20, 1998 for inclusion in the National Register of Historic Places. We are moving forward with a plan for the renovation of The Palmer School.

We will be looking for donations of time, money and/or materials. It is our intention that this building will be used for the youth of our community upon completion.

The HDHC meets monthly, on the fourth Wednesday at 7:30 PM in the Community Center to hear and act on requests for certificates of appropriateness, certificates of non-applicability, or certificates of hardship.

Respectfully Submitted

Virginia Havey, Chairman Howe Village  
Susan Peterson, Vice Chairman Boxford Village  
Wendy Perkins, Clerk, Realtor  
Valerie Vitale, Boxford Historical Society  
Anna Plucinska, Architect  
Nancy Merrill, Boxford Village Alt.  
James Sterio, Attorney, Alt.  
Brenda Stickney, Alt, (resigned)

## RECREATION COMMITTEE

1998 was another productive year for us. Chadwick 2 soccer field remained off-line for re-seeding, but a drainage problem continues to plague us and must be addressed. We will begin construction of Chadwick 3 in spring '99 with donations of topsoil and gravel from the Town. The B.A.A. has agreed to fund the irrigation system for the field. Boy Scout Park soccer and baseball fields are in great shape due to the irrigation systems and over-seeding. We look forward to the completion of the new Cole School Baseball Field, spring '99. The Christopher T. Cargill Memorial Fund will donate bleachers. Our fields continue to be heavily overused. . Over 3150 participated in sports programs run by the Boxford Athletic Association. The breakdown is: Boys/Girls Basketball: 530, Boys/Girls Soccer, spring/fall: 1600, Baseball: 500, Men's Softball: 200, Girls' Softball: 140, Track (new) 180. Stiles Pond Beach is also run by the B.A.A. and registered 400 families for the summer.

The Recreation Committee was required to apply to the Board of Health this year regarding any chemical applications due to a new Town Bylaw. We were required to make observations, submit a plan with the MSDS (Material Safety Data Sheets) and the rate of application. This was completed and approved. The Rec Comm now uses Integrated Pest Management (IPM) on all fields. This requires the observation of weeds and insects, when either reaches the destructive level, a course of treatment is implemented. IPM relies on seeding, over-seeding with a good blend of athletic grasses, a good fertilization plan, soil testing, aeration and irrigation. This year we bought a plug cutter to enable us to take plugs of turf to examine for grubs. Our last resort is chemical control. The judicious use of these controls at the least toxic and at the lowest rate will enable us to maintain safe playing fields for our athletes.

We are supplementing organics into the program whenever possible. When grass is stressed out due to lack of fertilizer and/or water, it is more susceptible to attack from insects and weeds. Over-seeding and irrigation provides the best possible conditions for our turf and protects our investment. It is with thanks to the Selectmen, the Finance Committee and the voters that have enabled us to install irrigation at Boy Scout Park and Chadwick and thus implement the IPM method of turf management. A citizen's petition to use only organic/biological controls was soundly defeated at Special Town Meeting in October 1998.

Camp Sacajawea, a camp for severely disabled children, continues to be overseen by John Rowen. He reports that the gray water system was not installed because of delays in the approval process. Both Girl and Boy Scouts from Boxford enjoy the camp. Our partnership with the Greater Lawrence Educational Collaborative continues to assist the Town in improving the property. Our Trails Director, Nancy Merrill, oversaw the building of a bridge over a stream with a beaver dam at Lowe's Pond. Carol Buccieri was again instrumental in a very successful and fun Fourth of July Parade. Ken Chadwick was responsible for a moving Memorial Day Parade.

Lari Hamel-Wolz, Chair  
John Rowen

Nancy Merrill  
Carol Buccieri

Tom Brown  
Joe Martinho

## RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 1998 our town received an 'A' grade from DEP for recycling 47% of our trash. We successfully fulfilled the eligibility requirements for Phase 1 and 2 of the Municipal Recycling Incentive Program (MRIP) and received some reimbursement monies for our recycling tonnage. These monies are kept in the Recycling Revolving Account to offset our expenses at the Drop-Off Center. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-Off Center and any fees.

There is no direct cost to residents for the curbside collection of recyclables; this expense is covered by the trash sticker fee. However, there is a charge for some of the items at the Drop-Off Center, 15 Spofford Road. Checks made out to the Town of Boxford as well as pre-bought \$5 recycling tickets can now be accepted weekly at the Drop-Off Center, but **NO** cash can be accepted by the recycling attendant.

Cooperative, successful, continuing events this past year included April Earth Day celebrations in conjunction with the Garden Club; our twelfth annual household hazardous waste collection day with the towns of Topsfield and Middleton in November; and two furniture pick-ups through the Coalition for the Homeless and two computer drop-offs through the East-West Foundation with the Recycling Committees in Middleton and Topsfield.

We had high hopes of relocating the Drop-Off Center this year, but Conservation Commission and landfill closure considerations have put the move to a bigger, more user-friendly site and the "Take It or Leave It" Shed on hold.

Volunteers are the lifeblood of our town and the Recycling Committee is extremely gratified by the volunteer efforts of town board and committee members who helped out on Large Item Days; neighborhood groups, Scout troops, families and individuals who picked up litter and recyclables from roadways on Earth Day; and community residents and League of Women Voters members who helped out on Household Hazardous Waste Day.

Our thanks, again, to the League of Women Voters for sponsoring E-CALL, the 24 hour ecology hotline that gives residents who call 1-800-800-6881 the how, what, when and where of recycling for our town. Remember to "Buy Recycled": buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

Please find below the total amount of materials recycled in Boxford during fiscal year 1998:

MATERIALS	TONS
Mixed Paper	702
Commingled	341
(Plastics #1, #2, #5, #6; Glass; Aluminum cans; Tin cans)	
<b>TOTAL CURBSIDE</b>	<b>1043</b>

Corrugated Cardboard	58
Scrap Metal & Appliances	71
#6 PS Foam Plastics	1
Tires	2
Auto Batteries	1
Motor Oil	8
Textiles	2
*Construction/Demolition	44

<b>TOTAL DROP-OFF</b>	<b>187</b>
-----------------------	------------

Other:	
Lead Neck Sleeves	5 lb.
Button Batteries	5 lb.
Ni-Cd Batteries	20 lb.
Salvation Army Bins emptied 108 times	
**Compost	249

Combined Tons Diverted	1446
Total Curbside + Total Drop-Off Recyclables + Compost – Construction =	
Combined Tons Diverted	
Estimated Disposed Trash	1850

\*\*\*Estimated Diversion Rate                      over 40%

\*DEP does not credit C/D towards recycling rate, but will credit us for Household Hazardous Waste Collection.

\*\*DEP will credit leaves, yard waste and Christmas tree composting as we do not accept these for solid waste disposal.

\*\*\*DEP has not notified us of our official calculated diversion rate.

Karen Sheridan, Chair  
Nancy Woolford  
Teri Allen

Lorraine Ott  
Joanna Daniel



## FEE SCHEDULE FOR DROP-OFF RECYCLING ITEMS

**Payment:** Checks made out to The Town of Boxford are acceptable at the Drop-Off Recycling Center, 15 Spofford Road. \$5 Recycling tickets are available for sale at the Treasurer's office, Boxford Town Hall, 28 Middleton Road, Monday through Thursday, 9:00 a.m. to 4:00 p.m. The Recycling Attendant is not allowed to accept cash.

### Fees for Wood and Construction Waste

Fees will be charged based on volume brought to the Recycling Center for disposal. Fees are based on the size and type of vehicle or container used to haul the waste.

32 gallon barrel level filled	\$ 5.00	1 ticket
Sedan car trunk	\$15.00	3 tickets
Cubic Yard measured on site	\$25.00	5 tickets
Station Wagon	\$50.00	10 tickets
Small ½ ton pickup truck	\$70.00	14 tickets
Minivan	\$70.00	14 tickets
Full size pickup truck	\$95.00	19 tickets
No larger vehicle may be used.		

### Acceptable C&D Wastes for Recycling

The following wastes will be accepted for C&D Recycling:

Wood, lumber, used and scrap (may contain nails); doors; windows, and plate glass, mirrors; window frames with or without glass – wood, aluminum; plaster; gypsum; sheet rock (used and scrap); blue board; piping (plastic, copper); plumbing fixtures – cast iron, stainless steel, fiberglass, ceramic; ceramic tiles; linoleum sheets and tiles; pressure treated wood; painted or finished wood; roofing shingles; plastic tarps; wood furniture; wood cabinetry; laminate counter tops; brush.

### Prohibited Wastes

The following wastes will not be accepted for C&D recycling:

Bricks and mortar, cement blocks, stones and rubble; hazardous wastes; asbestos, lead, and toxic chemicals.

### Fees for Large Appliances/Metal Items

Fee of \$10.00 (2 tickets) for the following:

Washers, dryers, dish washers, stoves, ovens, gas grills, hot water tanks, lawn mowers, steel bed frames, radiators, cast iron sinks and tubs, snow blowers, tillers, aluminum truck caps without fiberglass. Refrigerators, freezers, air conditioners, dehumidifiers.

### Fees for Bulky Items

Fees will be charged based on volume brought to the Recycling Center for disposal.

Cubic yard	\$15
Mattress	\$15
Sofa	\$45.

**Fees for Tires** - one car, \$5 for one truck tire





## CURBSIDE RECYCLING

### Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
<b>GLASS</b>	Bottles and jars that have been used for food or drink.	Rinse clean, remove metal or plastic rings & corks. O.K. to leave paper labels on.	No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.
<b>PLASTIC</b>  <div> <div>1</div> <div>2</div> </div> <div> <div>HDPE</div> <div>PETE</div> </div> <div> <div>5</div> <div>6</div> </div> <div> <div>PP</div> <div>PS</div> </div>	Only rigid <b>containers</b> marked: #1 – PETE, #2 – HDPE, #5 – PP, or #6 – PS	Rinse clean, remove metal or plastic caps and rings.	No plastic lids & bands. No item that is not marked HDPE, PETE, PP or PS.  No foam #6 PS cups, trays, clam shells or packing.
<b>ALUMINUM</b>	Only pure aluminum cans.	Rinse clean.	No bottle/jar lids, pie plates, foil, cans with paper or plastic parts.
<b>METAL CANS</b>	Steel or tin & mixed metal tin cans.	Rinse.	No cans with paper parts in them, paint cans, automotive product cans, or scrap metal.
<b>NEWSPAPER</b>	Newspaper, brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Put into paper bags. Remove cereal box liners.	No corrugated cardboard, waxed/coated paper. No plastic bags.
<i>Use it up, wear it out, make it do, or do without.</i> New England Proverb			

These items can only be recycled at curb-side, **NOT** drop-off.  
 The reverse holds true for the drop-off items, only drop-off **NOT** curb-side.

## VETERANS' GRAVES OFFICER

All of the cemeteries in Boxford were visited prior to Memorial Day, May 24, 1998. Flags were placed on all Veterans' Graves as prescribed by State Law. The number of Veterans interned continues to rise due to advancing age of World War II Veterans. As always we are looking for any veterans we might have overlooked or whose grave does not have a flag. Please call the Town Hall if you have any information on this subject.

This year the number of flags placed on graves were:

Boxford Village	70
Brookside	59
Harmony	28
Mount Vernon	70
Ancient	3



Kenneth Chadwick  
Veterans' Graves Officer

**VETERANS' SERVICES  
NORTH ANDOVER-BOXFORD DISTRICT**



No expenditures were made by the Veterans' Service Department during 1998.

In 1946, Chapter 115 of the General Laws was passed by the General Court creating a Massachusetts Veterans' Services Department and called for the establishment in every city, town, or district a Department of Veterans' Services.

In 1947, the Selectmen of the Towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The general purpose of the District Director of Veterans' Services is the administration of the Veterans' Benefits Program to provide the utmost possible assistance to veterans and/or their dependents in time of distress or hardship. While the department is not PUBLICIZED in either community, I would like to take this opportunity, as a full-time director, to announce my office hours.

(978) 682-6378

North Andover Town Hall

Mon.-Friday 8:30 AM to 4:00 PM

Home: (978) 683-4257

Boxford Town Hall

(978) 887-8181

**SERVICES PROVIDED BY THE STATE FOR VETERANS, WIDOWS OF VETERANS  
AND THEIR DEPENDENT CHILDREN BY THIS OFFICE:**

Financial Assistance

Educational Benefits

Property Tax Exemptions

Civil Service Employment

Motor Vehicle Plates-Veteran-P.O.W. & Pearl Harbor

Gold Star Mothers & Fathers are entitled to \$1500/year (forms available at N.Andover Town Hall)

Medical Services

Death Benefits

Veterans Bonus

Housing Programs

**ALSO, ASSISTANCE PROVIDED THROUGH THE FEDERAL V.A. ADMINISTRATION  
FROM THIS OFFICE:**

Obtaining and maintaining copies of discharges

Information on V.A. Home Loans

Insurance Programs

Applications for Services at V.A. Hospitals and Clinics

Applications for Widows Pensions

All of these programs are subject to eligibility according to State and Federal Guidelines.

Richard E. LaHaye

District Director



**INDEPENDENT SERVICES**

**for the**

**TOWN OF BOXFORD**

**(H.A.W.C.)**

**Help for Abused Women and Their Children**

**Historic Document Center**

**Tri-Town Council on Youth and Family Services, Inc.**



# H.A.W.C.

## Help for Abused Women & Their Children

Help for Abused Women and their Children, known by the acronym, HAWC, was established in 1979 and first provided shelter for abused women through a network of safe homes. For our first 15 years we were centrally located in Salem. As we have grown, we have transformed into community-based model of service delivery, with outreach offices in Lynn and Gloucester and satellite programs in Saugus and Topsfield. We have formed dynamic alliances with our North Shore community, seeking to have them join us in addressing domestic violence.

1999 marks HAWC's 20<sup>th</sup> year as the only agency providing comprehensive services to battered women in 23 North Shore cities and towns. From Saugus to Gloucester, HAWC assists women with a range of services including: a 24-hour hotline, emergency shelter, legal advocacy, counseling, and support groups. We address the issue of teen dating violence through our school-based Teen REACH Project, now 10 years old.

In recent years, HAWC has witnessed a sharp, steady increase in the demand for services for battered women. During each of the last three years, HAWC served 10,000 abused women – quadruple the number served at the start of the decade.

Out of the 10,000 women served in fiscal year 1998 (July 1,1997 – June 30,1998) , 82 were from Boxford, more than double the number of Boxford women that we assisted in 1997 (35 women). The break-down of the free services they accessed to assist them in breaking free of an abusive relationship is as follows:

- 43 women called the 24-hour hotline
- 24 women attended support groups
- 12 women took advantage of individual counseling
- 3 women turned to HAWC's legal advocacy program for assistance in obtaining restraining orders

## BOXFORD HISTORIC DOCUMENT CENTER

The Boxford Historic Document Center was established by the Boxford Bicentennial Commission as an enduring legacy of the celebration of the Bicentennial of the American Revolution in 1976. It is run under the auspices of the Ingalls Memorial Library Association.

Two hundred, twenty two people visited the BHDC in 1998 for research or to look exhibits; many others viewed the doll collection housed in the Doll House. Among our visitors were members of the Tyler family who gathered for a reunion in West Boxford. We also answered mail and telephone requests. Our researchers, many of whom are from Boxford, use family papers, books, maps photographs and microfilm of newspapers and town records to study aspects of Boxford's history, often tracing a particular family or house. Much of the collection, especially family papers and photographs, comes to the Document Center as gifts. When possible, we buy additional reference materials to augment the collection.

The Document Center relies on a volunteer staff to assist the archivist, helping with reference work, and organizing and cataloguing collections of papers. %This year our volunteers included Lu Gould, Dorothy Woodbury, and Kathy Philips.

To en courage interest in the Document Center, we had a table at the Apple Festival in September. An Open House in the spring featured an exhibit on Boxford's schools. A number of scout groups toured the Document Center this year, examining old photographs and the 1776 scale mo9del of Boxford to note changes in the town.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, 9 to 4 and evenings from 7:30 to 9:30. We are also open the first two Saturdays of each month, from 10 until 3. Special appointments may be made with the archivist if these hours are not convenient. There are several exhibits for visitors to enjoy, and a large scale model of the town as it appeared in 1776. Books about Boxford's history and houses are available for sale, along with sweatshirts and T-shirts, printed with the town seal.

Martha Clark  
Archivist

## REPORT OF THE TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

With the support of its staff, board of directors and many other volunteers who worked so hard throughout fiscal year 1998, the Tri-Town Council met every challenge it faced and accomplished each one of its organizational goals for the year.

### PROGRAMS

For FY '98, the Council set as its primary programmatic goal to maintain, at a minimum, the same high quantity, high quality, and easily accessible services that were offered in FY '97. The Council met its goal by providing all the services for which it is so well known and surpassed the goal by starting two new programs: the Topsfield Summer Playground program and the Tri-Town Teen Center. Town officials and residents will be pleased to know that both new programs are fully supported by private grants and fund-raising thereby not increasing the tax burden.

Our programs are broadly divided into three categories: *Prevention, Intervention and Community Building*.

***Prevention*** (defined as: *services aimed at preventing substance abuse, violence, smoking and other unhealthy behaviors*): In FY '98, Tri-Town Council provided prevention services to virtually all Tri-Town students and families through its counseling staff (in Masconomet and in the community), through educational forums, and through written material. Our staff members participated in school assemblies, on the Substance Abuse/ Violence Prevention Taskforce, on the Health Advisory Council and in most other prevention formats in this region.

In addition, the Tri-Town Council sponsored several school-related prevention activities including the substance-free, all-night **Post-Prom Party** (127 attendees), the all-night **Graduation Party** (178 attendees) and, the **Pasta Party** (45 attendees).

The HORIZONS program, our after-school enrichment program for elementary school children, is extremely successful in Boxford but has struggled in both Topsfield and Middleton due to an inability to locate a program director for those two towns. Janet Gronneberg, the Boxford director, reports offering 52 courses to 440 children in FY '98.

The Topsfield Summer Playground Program, created by Victor Dinarello, was a great success serving average of 50 kids a day for the six weeks it was offered. It should be noted that Middleton's Recreation Committee has run a very popular summer program for several years, which served as an inspiration to the Topsfield program. We are hopeful that Boxford will start-up a summer program this coming year.

I am very pleased to report that the Tri-Town Teen Center has progressed nearly to the point of opening its doors for business. A planning committee comprised of teens and adults has worked throughout the year to develop the program and obtain funding. A program director is due to be hired in December 1998. The program will begin in January 1999.

***Intervention** (defined as direct counseling service to individuals, families and groups):*

Our two Masconomet-based counselors provided an average of 28 direct service hours apiece per week. Additionally, our community-based therapists provided 40 hours of employee assistance services many more hours of additional therapy for families, individual adults and children.

***Community Building** (defined as health, education and safety related services offered to the community as a whole):* The Tri-Town Council sponsored several community-building events this year: the **Pride Stride/ Masco-In-Motion** event (co-sponsored by Masco and attended by the entire 9<sup>th</sup> grade), the **World AIDS Day Candlelight Vigil** (80 attendees), the **Tri-Town Council Dinner/Auction** (120 attendees) and, the annual **Fall Foliage Classic Road Race** (440 participants).

**ADMINISTRATION**

Based on an independent auditor's report, the Tri-Town Council closed FY '97 with net assets of minus \$2,200. Increased town revenues, increased grant revenue, increased membership, and conservative management allowed us to nearly break even for this past year. Due to cash flow delays, a \$10,000 line of credit was accessed in June. This resulted in a \$6,300 surplus "on paper" at the close of FY '98 (N.B. As of August 1998, that \$10,000 loan was repaid in full).

## IMPORTANT TELEPHONE NUMBERS

### COMMUNITY SERVICES

Council on Aging (at Community Center) .....	887-3591
Town Beach at Stiles Pond-Emergency Only .....	352-7033
Historic Document Center .....	352-2733
Sealer of Weights & Measures .....	(978) 468-1843
Tri-Town Council on Youth and Family Services .....	887-6512
Veteran's Agent .....	682-6378

### DEPARTMENT OF PUBLIC WORKS

Highway Garage (FAX 352-5558) .....	352-6555
(via Communications Dept) .....	887-8137

**EMERGENCY (Police and Fire).....911**

### HEALTH AND INSPECTORS (FAX 352-2567)

Animal Inspector .....	352-6336
Buildings Inspector .....	352-2435
Electrical Inspector .....	352-2435
Gas/Plumbing Inspector .....	352-2435
Director of Health .....	352-2413
Conservation/Planning .....	352-2538
Planning Board .....	352-6101

### LIBRARIES (FAX 887-6352)

East Boxford Village .....	887-7323
West Boxford Village .....	352-7323

### POST OFFICES

East Boxford Village (01921) .....	887-5339
West Boxford Village (01885) .....	352-6632

### PUBLIC SAFETY (FAX 887-8138)

Animal Control Officer .....	887-8135
Communications Department .....	887-8136
Fire Department .....	887-5725
Police Department .....	887-8135



**SCHOOL DEPARTMENT**

Harry Lee Cole School (FAX 887-0703)	887-2856
Spofford Pond School (FAX 352-7855)	352-8616
Masconomet Regional High School (FAX 887-3573)	887-2323
Superintendent - Boxford	(978) 750-1955
Superintendent - Masconomet	887-2323
Superintendent - North Shore Vocational (FAX 777-8403)	927-6178

**TOWN OFFICES (FAX 887-3546)**

Accountant	887-0710
Assessors	887-3674
Town Clerk	887-0806
Board of Selectmen	887-8181
Treasurer/Tax Collector	887-3673

### **BOXFORD INFORMATION**

**The Town of Boxford was INCORPORATED on August 12, 1685.**

POPULATION - 8185

NUMBER OF RESIDENCES (1998) - 2542

REGISTERED VOTERS (December 1998) - 4939

AREA - 24.39 square miles

POPULATION DENSITY (1998) - 324 persons per square mile

AVERAGE HOUSE PRICE - \$289,000

MILES OF ROADS (January 1, 1998) - 120.5

NUMBER OF NAMED STREETS - 174

TAX RATE (FY 1999) - \$15.04 per thousand

### **STATE AND FEDERAL REPRESENTATION** **(6th CONGRESSIONAL DISTRICT)**

#### **U. S. SENATORS**

Edward M. Kennedy (D)

Russell Bldg, Rm 315

Washington, D.C. 20510

Tel: (617) 565-3170 (Boston)

Fax: (617) 565-3183 (Boston)

John F. Kerry (D)

United States Senate

Russell Bldg., Room 421:

Washington, D.C. 20510

Tel: (617) 565-8519 (Boston)

Fax: (617) 248-3870 (Boston)

#### **U. S. CONGRESSMAN**

John F. Tierney (D)

120 Cannon Building

U. S. House of Representatives

Washington, DC 20515

Tel: (202) 225-8020

Fax: (202) 225-8037

#### **6th DISTRICT OFFICE**

160 Main Street

Haverhill, MA 01830

Tel: (978) 469-1942

Fax: (978) 531-1996

17 Peabody Square

Peabody, MA 01960

#### **GOVERNOR**

The Honorable A. Paul Cellucci (R)

State House, Room 360

Boston, MA 02133

Tel: (617) 727-3600

Fax: (617) 727-9725

#### **STATE SENATOR**

Bruce E. Tarr (R)

State House, Room 507

Boston, MA 02133

Tel: (617) 722-1600

Fax: (617) 722-1310

Home: 80 Essex Ave

Gloucester, MA

Tel: (508) 283-3148

(First Essex & Middlesex Districts)

#### **STATE REPRESENTATIVE:**

Bradford Hill (R)

State House, Room 437, Boston, MA 02133

Tel: (617) 722-2460 Ext: 7332

Home: 47 Washington Street

Ipswich, MA 01938 (978) 468-7429 (Fourth Essex District)





